BUILDING PROGRAM

Los Angeles Public Library

Harbor Gateway – Harbor City Branch Library

Los Angeles Public Library

In Collaboration With

Dubberly Garcia Associates, Inc.

ATLANTA & DENVER

TABLE OF CONTENTS

5. General Requirements of the Library Building

6. Spatial Relationships

7. Facility Space Requirements

8. Net Assignable Square Footage

9. Attachments

1. Introduction

This building program is for a new branch library to serve the Harbor Gateway-Harbor City area of the City of Los Angeles. The new branch library will replace a 6,300 S.F. leased space that opened in August 1997as a 4,5000 square foot library in a mini mall at 1555 West Sepulveda Boulevard.

The Los Angeles Public Library's Branch Facilities Plan has included a long range proposal for a permanent facility for Harbor Gateway-Harbor City Branch. The original plan to obtain a site and build a 12,500 S.F. library was increased by 2,000 S.F. to accommodate the joint use project. This most recent plan was approved by the Board of Library Commissioners on March 21, 2002.

The site approved for the new branch library by the Board of Library Commissioners is at the southeast corner of Western Avenue and 240th Street. It consists of one parcel with approximately 1.1 acres of land.

Community Needs

The building program for the new Harbor Gateway – Harbor City Branch Library is based upon community needs. The program acknowledges explicit community expressions of need such as the security of children while in the library and the availability of computer training and homework assistance, as well as implicit needs such as access to Spanish language materials and to the Internet. The program also addresses the expressed interest in having a library that welcomes and well serves young adults by providing sufficient space, collections, equipment and services for this target audience, especially high school students.

The service area for the Harbor Gateway – Harbor City Branch Library has a relatively higher percentage of young residents, especially those under fourteen years of age. It has a relatively smaller percentage of residents of 60 years and above.

The service area is racially and ethnically diverse, with a larger representation of African-Americans, Asians, and native Hawaiians and other Pacific Islanders than the average California or U.S. community. A

majority of the residents reported a Hispanic ancestry in the 2000 U.S. Census. Overall, English language proficiency indicators are lower than the averages for the state and nation. Almost half of the population over the age of 5 speaks Spanish at home. A higher percentage than average are foreign born and not U.S. citizens.

A smaller percentage of community residents 25 years and older has a high school diploma, than the averages for California and the U.S. as a whole. Also, a smaller percentage has a college or graduate degree, as compared to California and national averages. Academic performance levels in elementary, junior high, and high schools of the branch library's service area are lower than those of most other schools in the state.

Also, median family incomes are significantly lower and poverty levels much higher than California and U.S. averages.

The residents of the Harbor Gateway - Harbor City community need and want a permanent branch library in their neighborhood. During needs assessment activities such as community meetings, focus groups and surveys, community residents described the types of services they wanted their new library to provide. Those service responses, in alphabetical order, and a brief description of each of them are as follows:

Cultural Awareness - A library that offers Cultural Awareness service helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and cultural heritage of others.

Current Topics and Titles - A library that provides Current Topics and Titles helps fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

Formal Learning Support - A library that offers Formal Learning Support helps students who are enrolled in a formal program of education or who are pursuing their education through a program of home schooling to attain their educational goals.

Information Literacy - A library that provides Information Literacy service helps address the need for skills related to finding, evaluating, and using information effectively.

Lifelong Learning - A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities.

To support these service responses, the Harbor Gateway – Harbor City Branch Library will need to provide for a variety of services and collections in appropriate spaces. These spaces will require pertinent adjacencies, furniture and equipment, as well a suitable esthetic design.

The Building

Library service needs in the Harbor Gateway – Harbor City service area will be addressed by a branch library that includes spaces and collections specifically designed for children, young adults (teens), and adults. The library will provide spaces for a variety of uses and activities by community residents.

In addition to a reference desk and a circulation desk to serve library users, the building's spaces and features will included the following:

Children's Seating and Collections
Children will have a distinct seating area for study and reading, with computers and appropriate materials nearby. Preschoolers will have an attractive space for seating and for story time activities.

Young Adult Seating and Collections
Teens will have an area designed for their study and casual reading needs. Tables, carrels and computers will be provided in this open area. Special audiovisual and periodical collections will augment their use of the general collections. This target audience will also make heavy use of the computer training center and the smaller meeting rooms available for group study. Lounge chairs will provide casual seating in this area.

Adult Seating and Collections

Adults will have table seating and lounge chairs in an area distinct from those spaces designed primarily for use by young adults and by children. In addition to casual seating in this area, lounge chairs also will be available near the magazines and newspapers.

Spanish Language Collections

Materials in the Spanish language will be provided in print and audiovisual formats. These items will be housed and prominently displayed. Nearby seating will help make family and individual use easy.

Computer Training Center

A supervised laboratory will offer all residents the opportunity to learn how to use computers, electronic library resources, the Internet, and software applications. An instructor will provide formal and informal training to users.

Study Rooms

Two smaller rooms will be designed for study and community use. These rooms will available for quiet study and group study, as needed. Community groups also will have access to these spaces.

Multipurpose Meeting Room

A larger space, designed for a wide variety of uses, will be available for community resident use and for library sponsored programs. A kitchenette will allow food to be a part of group activities. The space also will be the location for book sales by the Friends of the Library, who will have a small sorting space in the building. A storage room for furniture and equipment used in the multipurpose room will be nearby.

Staff Areas

Service support areas will include a workroom, Senior Librarian's office, staff lounge, staff rest room, and storage room. Other building support areas will include a telecommunications room and an electrical room.

The Program and the Design

A building program serves as a guidebook to the architects and engineers who design a facility. The program statement describes a building through words and quantities. The design professionals interpret its narrative and numbers as they fashion the building. Their creative expression is the physical rendering of the facility as a linked set of functional spaces within a structural envelope. It is the common goal of the building programmer and the design professionals that the results of their work appropriately interpret the needs of their mutual client and well serve the facility's intended outcomes.

This document describes the essential elements for the new branch library. It spells out the needed spaces; enumerates the furniture, equipment, and collections that will populate those spaces; and, outlines the services and service environment for this important community facility. It is the task of the design professionals to apply its contents in designing the new library. This design application will result in a unique structural expression, one that evolves from several sources—including the skills and creativity of the designers, the opportunities and challenges presented by the chosen site, and the project budget, as well as the narrative and numbers in the building program.

2.1.1 Allocation of the Library's Book Collection

CATEGORY Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
Adult/Young Adult	**60.30%**	**33,266**	**34.05%**	**21,940**	**8.875**
Browsing					
New Books	1.11%	610	45.00%	336	8
New Books (Face Out)	0.16%	90	60.00%	36	1
Fiction					
Fiction	4.08%	2,250	33.50%	1,496	8
Mysteries	0.91%	500	35.00%	325	8
Science Fiction & Fantasy	0.54%	300	25.00%	225	8
Short Stories	0.27%	150	25.00%	113	8
Westerns	0.27%	150	25.00%	113	8
Non-Fiction					
Non-Fiction	24.52%	13,525	34.00%	8,926	8
Paperbacks					
Paperbacks	5.26%	2,900	35.00%	1,885	16
Reference					
Ready Reference	0.98%	540	0.00%	540	6
Reference	1.37%	756	0.00%	756	6
Spanish Language					
Spanish Language	9.06%	5,000	30.00%	3,500	8
Young Adult Spanish Language Books	1.50%	825	30.00%	577	8
Young Adult					
Young Adult	2.57%	1,420	30.50%	987	12
Young Adult Fiction	2.72%	1,500	50.00%	750	13
Young Adult Paperbacks	4.98%	2,750	50.00%	1,375	16
Children/Juvenile	**39.70%**	**21,900**	**36.35%**	**13,940**	**17**
Children's Easy Readers					
Children's Easy Readers	0.73%	400	40.00%	240	20
Children's Paperbacks					
Children's Paperbacks	2.36%	1,300	40.00%	780	16
Children's Picture Books					
Children's Picture Books	6.16%	3,400	50.00%	1,700	20
Juvenile Fiction					
Juvenile Fiction	5.80%	3,200	34.00%	2,112	13
Juvenile Non-Fiction					
Juvenile Non-Fiction	18.67%	10,300	34.00%	6,798	13
Juvenile Spanish Language					
Juvenile Spanish Language	5.98%	3,300	30.00%	2,310	20

Totals:	**100.00%**	**55,166**	**34.96%**	**35,880**	**11.1**

2.1.2 Allocation of the Library's Multimedia Collection

CATEGORY Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
Adult/Young Adult	**77.78%**	**5,600**	**52.36%**	**2,668**	**19.33**
Audio Book Cassette					
Audio Book Cassette	11.25%	810	50.00%	405	10
Audio Book Compact Disc					
Audio Book CD (CD ROM)	7.78%	560	35.00%	364	25
Audio Cassette					
Audio Cassette	5.42%	390	50.00%	195	19
Audio Compact Disc (CD)					
Audio Compact Disc (CD)	15.56%	1,120	50.00%	560	25
CD-ROM					
CD-ROM	3.89%	280	40.00%	168	25
DVD					
DVD	8.61%	620	60.00%	248	25
Spanish Language					
DVD	1.53%	110	60.00%	44	25
Video Cassette	3.54%	255	60.00%	102	10
Video Cassette					
Video Cassette	20.21%	1,455	60.00%	582	10
Children/Juvenile	**22.22%**	**1,600**	**54.88%**	**722**	**17.71**
Audio Cassette					
Audio Book Cassette	3.19%	230	50.00%	115	10
Audio Cassette	1.53%	110	50.00%	55	19
Audio Compact Disc (CD)					
Audio Compact Disc (CD)	6.67%	480	50.00%	240	25
DVD					
DVD	3.47%	250	60.00%	100	25
Juvenile Spanish Language					
DVD	0.42%	30	60.00%	12	25
Video Cassette	1.04%	75	60.00%	30	10
Video Cassette					
Video Cassette	5.90%	425	60.00%	170	10
Totals:	**100.00%**	**7,200**	**52.92%**	**3,390**	**18.6**

2.1.3 Allocation of the Library's Periodical Collection

CATEGORY Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
Adult/Young Adult	**86.73%**	**98**	**0.00%**	**98**	**1**
Current Magazines					
Current Magazines	67.26%	76	0.00%	76	1
Current Newspapers					
Current Newspapers	3.54%	4	0.00%	4	1
Young Adult Current Magazines					
Young Adult Current Magazines	15.93%	18	0.00%	18	1
Children/Juvenile	**13.27%**	**15**	**0.00%**	**15**	**1**
Children's Current Magazines					
Children's Current Magazines	13.27%	15	0.00%	15	1
Totals:	**100.00%**	**113**	**0.00%**	**113**	**1**

Shelving the Library's Collections

TYPE **CATEGORY** Volume Type Shelving Type	Projected Volumes on Shelf	Volumes/ Linear Foot	SHELVING		TOTAL SqFt
			UNIT QTY	SqFt/ UNIT	

Book

ADULT/YOUNG ADULT

	Projected Volumes on Shelf	Volumes/ Linear Foot	UNIT QTY	SqFt/ UNIT	TOTAL SqFt
ADULT/YOUNG ADULT	**21,940**	**8.88**	**--**	**--**	**1,272**
Fiction 36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	1,496	8	5	18	90
Mysteries 36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	325	8	1	18	18
New Books 36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	336	8	2	12	24
New Books (Face Out) 36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	36	1	2	12	24
Non-Fiction 36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	8,926	8	27	18	486
Paperbacks 36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	1,885	16	3	18	54
Ready Reference 36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	540	6	5	18	90
Reference 36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	756	6	6	12	72
Science Fiction & Fantasy 36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	225	8	1	18	18
Short Stories 36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	113	8	1	18	18
Spanish Language 36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	3,500	8	11	18	198
Westerns 36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	113	8	1	18	18
Young Adult 36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	987	12	2	18	36

TYPE

CATEGORY **Volume Type** Shelving Type	Projected Volumes on Shelf	Volumes/ Linear Foot	SHELVING		TOTAL SqFt
			UNIT QTY	SqFt/ UNIT	

Book

ADULT/YOUNG ADULT — **21,940** — **8.88** — **--** — **--** — **1,272**

Young Adult Fiction **36" Aisle DF 90"H Steel Shelving W/ 14 Shelves** 3'W x 24"D unit w/end panels	750	13	2	18	36
Young Adult Paperbacks **36" Aisle DF 90"H Steel Shelving W/ 14 Shelves** 3'W x 24"D unit w/end panels	1,375	16	3	18	54
Young Adult Spanish Language Books **36" Aisle DF 90"H Steel Shelving W/ 14 Shelves** 3'W x 24"D unit w/end panels	577	8	2	18	36

CHILDREN/JUVENILE — **13,940** — **17** — **--** — **--** — **648**

Children's Easy Readers **36" Aisle DF 45"H Steel Shelving W/ 6 Shelves** 3'W x 24"D unit w/end panels & canopy top	240	20	1	18	18
Children's Paperbacks **36" Aisle DF 66"H Steel Shelving W/ 10 Shelves** 3'W x 24"D unit w/end panels & canopy top	780	16	2	18	36
Children's Picture Books **36" Aisle DF 45"H Steel Shelving W/ 6 Shelves** 3'W x 24"D unit w/end panels & canopy top	1,700	20	5	18	90
Juvenile Fiction **36" Aisle DF 66"H Steel Shelving W/ 10 Shelves** 3'W x 24"D unit w/end panels & canopy top	2,112	13	6	18	108
Juvenile Non-Fiction **36" Aisle DF 66"H Steel Shelving W/ 10 Shelves** 3'W x 24"D unit w/end panels & canopy top	6,798	13	18	18	324
Juvenile Spanish Language **36" Aisle DF 66"H Steel Shelving W/ 10 Shelves** 3'W x 24"D unit w/end panels & canopy top	2,310	20	4	18	72

Totals for Book:	**35,880**	**11.09**	**--**	**--**	**1,920**

CATEGORY Volume Type Shelving Type	Projected Volumes on Shelf	Volumes/ Linear Foot	SHELVING		TOTAL SqFt
			UNIT QTY	SqFt/ UNIT	

Multimedia

ADULT/YOUNG ADULT	**2,668**	**19.3**	**--**	**--**	**180**
Audio Book Cassette **36" Aisle DF 90"H Steel Shelving W/ 14 Shelves** 3'W x 24"D unit w/end panels	405	10	1	18	18
Audio Book CD (CD ROM) **36" Aisle DF 90"H Steel Shelving W/ 14 Shelves** 3'W x 24"D unit w/end panels	364	25	1	18	18
Audio Cassette **36" Aisle DF 90"H Steel Shelving W/ 14 Shelves** 3'W x 24"D unit w/end panels	195	19	1	18	18
Audio Compact Disc (CD) **36" Aisle DF 90"H Steel Shelving W/ 14 Shelves** 3'W x 24"D unit w/end panels	560	25	1	18	18
CD-ROM **36" Aisle DF 90"H Steel Shelving W/ 14 Shelves** 3'W x 24"D unit w/end panels	168	25	1	18	18
DVD **36" Aisle DF 90"H Steel Shelving W/ 14 Shelves** 3'W x 24"D unit w/end panels	44	25	1	18	18
DVD **36" Aisle DF 90"H Steel Shelving W/ 14 Shelves** 3'W x 24"D unit w/end panels	248	25	1	18	18
Video Cassette **36" Aisle DF 90"H Steel Shelving W/ 14 Shelves** 3'W x 24"D unit w/end panels	582	10	2	18	36
Video Cassette **36" Aisle DF 90"H Steel Shelving W/ 14 Shelves** 3'W x 24"D unit w/end panels	102	10	1	18	18
CHILDREN/JUVENILE	**722**	**17.7**	**--**	**--**	**126**
Audio Book Cassette **36" Aisle DF 66"H Steel Shelving W/ 10 Shelves** 3'W x 24"D unit w/end panels & canopy top	115	10	1	18	18
Audio Cassette **36" Aisle DF 66"H Steel Shelving W/ 10 Shelves** 3'W x 24"D unit w/end panels & canopy top	55	19	1	18	18
Audio Compact Disc (CD) **36" Aisle DF 66"H Steel Shelving W/ 10 Shelves** 3'W x 24"D unit w/end panels & canopy top	240	25	1	18	18
DVD **36" Aisle DF 66"H Steel Shelving W/ 10 Shelves** 3'W x 24"D unit w/end panels & canopy top	12	25	1	18	18

CATEGORY **Volume Type** Shelving Type	Projected Volumes on Shelf	Volumes/ Linear Foot	SHELVING UNIT QTY	SqFt/ UNIT	TOTAL SqFt
Multimedia					
CHILDREN/JUVENILE	**722**	**17.7**	**--**	**--**	**126**
DVD **36" Aisle DF 66"H Steel Shelving W/ 10 Shelves** 3'W x 24"D unit w/end panels & canopy top	100	25	1	18	18
Video Cassette **36" Aisle DF 66"H Steel Shelving W/ 10 Shelves** 3'W x 24"D unit w/end panels & canopy top	30	10	1	18	18
Video Cassette **36" Aisle DF 66"H Steel Shelving W/ 10 Shelves** 3'W x 24"D unit w/end panels & canopy top	170	10	1	18	18
Totals for Multimedia:	**3,390**	**18.63**	**--**	**--**	**306**

CATEGORY Volume Type Shelving Type	Projected Volumes on Shelf	Volumes/ Linear Foot	SHELVING		TOTAL SqFt
			UNIT QTY	SqFt/ UNIT	

Periodical

ADULT/YOUNG ADULT	**98**	**1**	**--**	**--**	**84**
Current Magazines **36" Aisle SF 90"H Steel Shelving W/ 7 Shelves** 3'W x 12"D unit w/end panels	76	1	4	12	48
Current Newspapers **36" Aisle SF 90"H Steel Shelving W/ 5 Shelves** 3'W x 12"D unit w/end panels	4	1	1	12	12
Young Adult Current Magazines **36" Aisle SF 90"H Steel Shelving W/ 5 Shelves** 3'W x 12"D unit w/end panels	18	1	2	12	24
CHILDREN/JUVENILE	**15**	**1**	**--**	**--**	**24**
Children's Current Magazines **36" Aisle SF 66"H Steel Shelving W/ 4 Shelves** 3'W x 12"D unit w/end panels & canopy top	15	1	2	12	24
Totals for Periodical:	**113**	**1**	**--**	**--**	**108**

3.1 Supercategory Space Allocation

SUPERCATEGORY	NET Assignable Sq. Ft.	NON Assignable Sq. Ft.	Total Gross Sq. Ft.	% of Gross Sq. Ft.
MEETING ROOMS	1,530	383	1,913	13%
READER'S SEATS	2,776	694	3,470	24%
SHELVING	2,334	584	2,918	20%
SPECIAL PURPOSE	622	156	778	5%
STAFF WORKSPACE	1,645	411	2,056	14%
TECHNOLOGY	2,578	645	3,223	22%
Totals:	**11,485**	**2,871**	**14,356**	**100%**

Non-Assignable Square Footage @ **20%** of Gross

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Chair, Child's Stacking 14"w x 14"d	30	5	150
Chair, Conference Room At conference table - 26"w x 28"d	6	0	0
Chair, Meeting Room - Stacking 25"w x 21"d	75	12	900
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	1	60	60
Table, Conference 96"w x 42"d x 29"h (6 to 8 Person)	1	195	195
Table, Conference 120"w x 48"d x 29"h (8 to 10 Person)	1	225	225
Table, Meeting Room 60"w x 24"d x 29"h - folding	8	0	0

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Carrel, Reader's, Systems Furniture 48"w x 30"d (1 Person) w/ power & data management & task light	4	40	160
Chair, Child's 14"w x 13"d x 10-16"h	8	0	0
Chair, Juvenile 16"w x 16"d x 16-18"h	24	0	0
Chair, Lounge 36"w x 36"d	18	35	630
Chair, Reader's 21"w x 21"d	68	0	0
Table, Accessible - Adjustable Height (Manual) 36"w x 30"d x 22" – 50"h (1 Person) dual surface	1	30	30
Table, Children's 42" diameter x 21-26"h (4 Person)	2	75	150
Table, Coffee 30"w x 30"d x 17"h	2	45	90
Table, Drum 24"diameter x 15" - 24"h	1	12	12
Table, End 30"w x 30"d x 20"h	2	12	24
Table, Juvenile 48" diameter x 27"h (4 Person)	6	80	480
Table, Reader's 48" diameter x 29"h (4 Person)	6	80	480
Table, Reader's 72"w x 36"d x 29"h (4 Person)	8	90	720

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	11	18	198
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	37	18	666
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	69	18	1242
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves 3'W x 12"D unit w/end panels & canopy top	2	12	24
36" Aisle SF 90"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels	3	12	36
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	14	12	168

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Book Bin, Depressible	1	0	0
In Circulation Desk			
Book Bin, Depressible	1	20	20
Book Truck	8	10	80
36"w x 24"d			
Bulletin Board	4	0	0
Cabinets, Above Counter (Lockable)	20	0	0
1 linear foot x 24"d			
Cabinets, Below Counter (Lockable)	4	0	0
1 linear foot x 24"d			
Case, In-Wall Display	1	0	0
Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors			
Cash Register	1	0	0
Clock	8	0	0
Wall-mounted			
Coffee Maker/Urn	2	0	0
Commode	4	0	0
Rest room			
Diaper Changing Counter	2	0	0
36"w x 18"d			
Dolly, Chair	3	15	45
2'w x 3'd w/ 10 - 20 chairs stacked			
Dolly, Table	2	15	30
3'w x 2'd w/ 4 tables per dolly			
Drinking Fountain	2	0	0
18"w x 19"d x 24"h - Built-in			
File Cabinet, Lateral (Four Drawer)	1	20	20
36"w x 18"d x 52"h			
First Aid Kit	1	0	0
10"w x 3"d x 10"h - Wall-mounted			
Hand Dryer	3	0	0
12"w x 7"d x 10"h - wall-mounted			
Hot Water Urn	2	0	0
In & Out Board	1	0	0
Staff location			
Key Cabinet	1	0	0
12"w x 5"d x 16"h			

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Label Maker	1	0	0
5"w x 8"d x 4"h			
Locker	7	5	35
Unit 12"w x 12"d x 62"h (Two 30"h lockers)			
Microwave Oven	2	0	0
30"w x 14"d x 16"h - countertop or under cabinet			
Mirror	1	0	0
Full length			
Mirror, With Shelf	3	0	0
Above counter			
Paper Cup Dispenser	1	0	0
3" diameter x 18"h - Wall-mounted			
Paper Cutter	1	0	0
Paper Towel Dispenser	6	0	0
Wall-mounted			
Postage Meter/Scale	1	0	0
Queuing Space (Per Person)	26	6	156
Recycling Bin	1	15	15
Refrigerator	2	20	40
Full-sized - 32"w x 36"d x 68"h w/ freezer			
Safe, Wall	1	0	0
17"w x 16"d x 13"h			
Shelving, SF 90"h Steel W/ 7 Shelves	9	12	108
3'w x 12"d unit			
Sink	2	18	36
36"w x 24"d - In counter			
Sink And Counter	3	0	0
Rest room			
Sink, Mop	1	0	0
Soap Dispenser	7	0	0
5"w x 4"d x 10"h - Wall-mounted			
Stall	3	0	0
Rest room			
Stove Top & Oven, Electric	1	15	15
30"w x 26"d x 30"h - in counter			
Supply Cabinet	1	18	18
36"w x 30"d			
Urinal	1	0	0

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Waste Basket	1	4	4
13"w x 15"d x 15"h			
White Board	5	0	0
3' x 4' – erasable marker board			

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Cabinets, Above Counter	27	0	0
1 linear foot x 24"d			
Cabinets, Above Counter (Lockable)	2	0	0
1 linear foot x 24" d			
Cabinets, Below Counter	10	0	0
1 linear foot x 24"d			
Chair, Café	4	0	0
Chair, Supervisor's	1	0	0
Mid-back mid-quality			
Chair, Task	15	0	0
Low back mid-quality with casters 25"w x 25"d			
Chair, Visitor's	3	15	45
Desk, Branch Manager's	1	65	65
66"w x 36"d			
Desk, Cataloger's	6	60	360
66"w x 30"d			
Mat, Anti-fatigue	3	0	0
Shelving, SF 66"h Steel W/ 5 Shelves	4	12	48
3'w x 12"d unit			
Shelving, SF 90"h Steel W/ 7 Shelves	26	12	312
3'w x 12"d unit			
Sofa (3 Seat)	1	70	70
78"w x 32"d			
Stool	4	0	0
Table, Café	1	60	60
Staff (4) - 30" diameter			
Workstation, Circulation Check-In Desk	1	80	80
6'w x 30"d w/ 7' behind desk & 3.5' in front			
Workstation, Circulation Check-Out Desk	2	80	160
6'w x 30"d w/ 7' behind desk & 3.5' in front			
Workstation, Circulation Patron Registration Desk	1	50	50
4'w x 30"d w/ 7' behind desk & 3.5' in front			
Workstation, Clerical Counter	4	35	140
5'w x 30"d - against wall			
Workstation, Food Preparation Counter	1	30	30
4'w x 30"d - against wall			
Workstation, Preparation Counter	1	55	55
8'w x 30"d - against wall			

Totals for Item Types
Staff Workspace

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Workstation, Reference Desk	2	65	130
5'w x 30"d w/ 7' behind desk & 3.5' in front			
Workstation, Shipping & Receiving Counter	1	40	40
6'w x 30"d - against wall			

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
ADA Alternate Keyboard	1	0	0
20"w x 13"d x 1.5"h			
ADA Alternate Mouse/ Trackball	1	0	0
ADA Screen Magnifier Attachment	1	0	0
Attaches to monitor			
ADA Touch Screen Monitor	1	0	0
Attaches to the monitor			
AV/Technology Equipment Cart, Large	1	15	15
32"w x 24"d x 44"h			
Bar Code Reader, Fixed Mount	7	0	0
Cabinet, AV Equipment	1	15	15
36"w x 26"d x 60"h, lockable			
Chair, Technology Workstation Task	54	0	0
Low back mid-quality with casters 25"w x 25"d			
Computer Server, Mini (CPU)	2	0	0
Rack-mounted - 24"w x 30"d x 30"h			
Computer Stand	1	20	20
Computer, OPAC Desktop	4	0	0
CPU, w/ monitor, keyboard & mouse			
Computer, Public Desktop	54	0	0
CPU, w/ monitor, keyboard & mouse			
Computer, Staff Desktop	8	0	0
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Console, Computer System	1	0	0
Video monitor & keyboard w/ direct connection to server or minicomputer			
Copier, B&W Freestanding	1	50	50
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h			
DSU/CSU Telecommunications Device	1	0	0
6"w x 12"d x 3"h - Connects computer system to telephone system			
FAX Machine, Desktop	2	0	0
30"w x 17"d x 21"h			
Fire Extinguisher, Halon	1	0	0
Hand-held, wall-hung unit			
Instructor's Station, Systems Furniture	1	60	60
36"w x 30"d (1 Person) - sit-down w/ power & data management			
People Counter, Electronic Eye	1	0	0
Printer, Ink-Jet (Color)	1	0	0
Printer, Laser (B&W)	3	0	0

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Printer, Receipt	2	0	0
Projection Screen, Wall Mounted	1	0	0
Front projection			
Projector, Ceiling Mounted	2	0	0
17"w x 16"d x 7"h - AV & computer, LCD to DLP			
Rack, Computer / Communications Equipment	1	30	30
36"w x 24"d x 60"h			
Router/Switch	1	0	0
Rack-mounted - 8"w x 20"d x 24"h			
Safe, Data / Tape Carrier	1	0	0
Portable & fire Proof - 18"w x 18"d x 18"h			
Security System Book Desensitizer	2	0	0
Desktop non-electric unit 10"w x 5"d x 1.5"h			
Security System Gates, Inventory Control	1	75	75
Three gates (two corridors) 83"w x 26"d x 70"h			
Self Check-Out Counter	1	30	30
4'w x 30"d - against wall			
Self Check-Out Machine	1	0	0
25"w x 29"d x 27"h - counter top unit			
Server, Desktop / Rack Mount	1	0	0
8"w x 20"d x 24"h			
Tape Drive, External DAT / Cartridge Tape	1	0	0
Technology Carrel	8	40	320
41"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Carrel	23	45	1035
51"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Carrel, Adjustable (Electrical) Height	2	45	90
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			
Technology Carrel, Adjustable (Manual) Height	5	45	225
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			
Technology Counter	4	20	80
36"w x 30"d (1 Person) stand-up - against wall w/ power & data management			
Technology Counter	15	30	450
41"w x 30"d (1 Person) sit-down - against wall w/ power & data management			
Technology Counter	1	55	55
71"w x 30"d (2 Person) sit-down - against wall w/ power & data management			

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Telecommunications Backboard	1	28	28
8'w x 8'h wall-mounted fire-rated plywood			
Telecommunications Equipment/Hub/ Multiplexer	1	0	0
Rack mounted or desktop			
Telephone Handset	12	0	0
Telephone, Public Pay	1	0	0
30"w x 19"d - Accessible			
Vendor Card Encoder/Dispenser	1	0	0
Wall-mount			

Harbor Gateway-Harbor City Branch Librar

BUILDING SQFT:
14,356

COST/ SQ FT	BUDGET ACTIVITY Details	COST	PERCENTAGE OF TOTAL
$265.00	New Construction	$3,952,475	42.55%
$50.00	Site Development	$717,800	7.73%
$20.00	Site Demolition	$287,120	3.09%
$139.31	Site Acquisition	$2,000,000	21.53%
$49.62	Furniture & Equipment	$712,326	7.67%
$5.00	Technology Cabling	$71,780	0.77%
$2.00	Signage	$28,712	0.31%
$3.45	Works Of Art	$49,574	0.53%
$27.63	Architectural & Engineering Fees 8.00% of Construction Contract	$396,592	4.27%
$1.73	Professional Construction Cost Estimator	$24,787	0.27%
$10.36	Construction Management	$148,722	1.60%
$3.97	Interior Design Fees 8.00% of Furniture and Equipment Cost	$56,986	0.61%
$24.17	Planning & Administration 7.00% of Construction Contract	$347,018	3.74%
$34.53	Contingency 10.00% of Construction Contract	$495,740	5.34%
$647.09	**Project Cost Estimate Total**	**$9,289,632**	**100%**

4.2 Division F&E and Shelving Cost Summary

LIBRARY DIVISION	DIVISION Cost	Percent of Total
ADULT AUDIO-VISUAL COLLECTION	$4,720	1%
ADULT FICTION COLLECTION	$7,080	1%
ADULT NEW BOOKS	$1,420	0%
ADULT PERIODICALS	$9,420	1%
ADULT SEATING AREA	$67,225	10%
CHILDREN'S READING AREA	$84,660	13%
CIRCULATION SERVICES	$195,640	30%
COMPUTER TRAINING CENTER	$85,425	13%
LIBRARY ENTRANCE	$2,865	0%
MULTIPURPOSE MEETING ROOM AREA	$53,025	8%
NON-FICTION COLLECTION	$15,930	2%
REFERENCE SERVICES AREA	$34,705	5%
SPANISH LANGUAGE COLLECTION AREA	$14,450	2%
TEENS SERVICES	$75,330	12%
Total Furniture & Equipment Costs:	**$651,895**	**100%**

Space F&E and Shelving Cost Summary

LIBRARY DIVISION Space Name	Space Cost	DIVISION Cost
ADULT AUDIO-VISUAL COLLECTION		**$4,720**
Adult Audio-Visual Collection	$4,720	
ADULT FICTION COLLECTION		**$7,080**
Adult Fiction Collection	$7,080	
ADULT NEW BOOKS		**$1,420**
New Book Display	$1,420	
ADULT PERIODICALS		**$9,420**
Adult Magazines & Newspapers	$9,420	
ADULT SEATING AREA		**$67,225**
Adult Seating Area	$67,225	
CHILDREN'S READING AREA		**$84,660**
Children's Audio-Visual Collection	$3,150	
Children's Collection & Seating	$72,650	
Preschoolers' Reading Area	$5,710	
Storytelling Area	$3,150	
CIRCULATION SERVICES		**$195,640**
Book Drop (Adjacent to Lobby)	$900	
Circulation Desk	$75,120	
Communications Room	$34,740	
Copy Area	$4,780	
Mechanical Equipment Room	$0	
OPAC (Express Stations) Area	$7,800	
Rest Room - Staff	$300	
Senior Librarian's Office	$8,240	
Staff Lounge	$8,855	
Storage Room for Workroom	$2,840	
Workroom	$52,065	
COMPUTER TRAINING CENTER		**$85,425**
Computer Training Center	$85,425	

LIBRARY DIVISION Space Name	Space Cost	DIVISION Cost
LIBRARY ENTRANCE		**$2,865**
Entry & Lobby	$2,865	
Rest Rooms - Public (1 female, 1 male)	$0	
MULTIPURPOSE MEETING ROOM AREA		**$53,025**
Custodial Room	$1,420	
Friend's Room	$5,990	
Kitchenette	$4,475	
Multipurpose Meeting Room	$37,115	
Storage Room	$4,025	
NON-FICTION COLLECTION		**$15,930**
Non-Fiction Collection	$15,930	
REFERENCE SERVICES AREA		**$34,705**
Reference Collection	$4,055	
Reference Desk	$15,400	
Study Room (6-person)	$7,400	
Study Room (8-person)	$7,850	
SPANISH LANGUAGE COLLECTION AREA		**$14,450**
Spanish Language Collection & Seating	$14,450	
TEENS SERVICES		**$75,330**
Teens Collection & Seating	$75,330	

TOTAL FURNITURE & EQUIPMENT COSTS: $651,895

4.4 Cost Summary for all Furniture, Equipment and Shelving

Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
Inventory Items:			
ADA Alternate Keyboard	1	$450	**$450**
20"w x 13"d x 1.5"h			
ADA Alternate Mouse/ Trackball	1	$200	**$200**
ADA Screen Magnifier Attachment	1	$275	**$275**
Attaches to monitor			
ADA Touch Screen Monitor	1	$500	**$500**
Attaches to the monitor			
AV/Technology Equipment Cart, Large	1	$475	**$475**
32"w x 24"d x 44"h			
Bar Code Reader, Fixed Mount	7	$1.000	**$7.000**
Book Bin, Depressible	2	$900	**$1.800**
Book Truck	8	$500	**$4.000**
36"w x 24"d			
Bulletin Board	4	$280	**$1.120**
Cabinet, AV Equipment	1	$650	**$650**
36"w x 26"d x 60"h, lockable			
Cabinets, Above Counter	27	$300	**$8.100**
1 linear foot x 24"d			
Cabinets, Above Counter (Lockable)	22	$325	**$7.150**
1 linear foot x 24" d			
Cabinets, Below Counter	10	$400	**$4.000**
1 linear foot x 24"d			
Cabinets, Below Counter (Lockable)	4	$425	**$1.700**
1 linear foot x 24"d			
Carrel, Reader's, Systems Furniture	4	$1.700	**$6.800**
48"w x 30"d (1 Person) w/ power & data management & task light			
Case, In-Wall Display	1	$2.500	**$2.500**
Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors			
Cash Register	1	$600	**$600**
Chair, Café	4	$200	**$800**
Chair, Child's	8	$200	**$1.600**
14"w x 13"d x 10-16"h			
Chair, Child's Stacking	30	$100	**$3.000**
14"w x 14"d			
Chair, Conference Room	6	$650	**$3.900**
At conference table - 26"w x 28"d			
Chair, Juvenile	24	$200	**$4.800**
16"w x 16"d x 16-18"h			

Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
Inventory Items:			
Chair, Lounge	18	$1.200	**$21.600**
36"w x 36"d			
Chair, Meeting Room - Stacking	75	$200	**$15.000**
25"w x 21"d			
Chair, Reader's	68	$400	**$27.200**
21"w x 21"d			
Chair, Supervisor's	1	$450	**$450**
Mid-back mid-quality			
Chair, Task	15	$350	**$5.250**
Low back mid-quality with casters 25"w x 25"d			
Chair, Technology Workstation Task	54	$350	**$18.900**
Low back mid-quality with casters 25"w x 25"d			
Chair, Visitor's	3	$500	**$1.500**
Clock	8	$150	**$1.200**
Wall-mounted			
Coffee Maker/Urn	2	$150	**$300**
Commode	4	$0	**$0**
Rest room			
Computer Server, Mini (CPU)	2	$10.000	**$20.000**
Rack-mounted - 24"w x 30"d x 30"h			
Computer Stand	1	$300	**$300**
Computer, OPAC Desktop	4	$1.200	**$4.800**
CPU, w/ monitor, keyboard & mouse			
Computer, Public Desktop	54	$1.200	**$64.800**
CPU, w/ monitor, keyboard & mouse			
Computer, Staff Desktop	8	$1.600	**$12.800**
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Console, Computer System	1	$350	**$350**
Video monitor & keyboard w/ direct connection to server or minicomputer			
Copier, B&W Freestanding	1	$4.500	**$4.500**
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h			
Desk, Branch Manager's	1	$2.200	**$2.200**
66"w x 36"d			
Desk, Cataloger's	6	$2.200	**$13.200**
66"w x 30"d			
Diaper Changing Counter	2	$0	**$0**
36"w x 18"d			
Dolly, Chair	3	$200	**$600**
2'w x 3'd w/ 10 - 20 chairs stacked			
Dolly, Table	2	$500	**$1.000**
3'w x 2'd w/ 4 tables per dolly			

Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
Inventory Items:			
Drinking Fountain	2	$0	**$0**
18"w x 19"d x 24"h - Built-in			
DSU/CSU Telecommunications Device	1	$1.200	**$1.200**
6"w x 12"d x 3"h - Connects computer system to telephone system			
FAX Machine, Desktop	2	$800	**$1.600**
30"w x 17"d x 21"h			
File Cabinet, Lateral (Four Drawer)	1	$700	**$700**
36"w x 18"d x 52"h			
Fire Extinguisher, Halon	1	$50	**$50**
Hand-held, wall-hung unit			
First Aid Kit	1	$50	**$50**
10"w x 3"d x 10"h - Wall-mounted			
Hand Dryer	3	$0	**$0**
12"w x 7"d x 10"h - wall-mounted			
Hot Water Urn	2	$150	**$300**
In & Out Board	1	$100	**$100**
Staff location			
Instructor's Station, Systems Furniture	1	$1.400	**$1.400**
36"w x 30"d (1 Person) - sit-down w/ power & data management			
Key Cabinet	1	$140	**$140**
12"w x 5"d x 16"h			
Label Maker	1	$90	**$90**
5"w x 8"d x 4"h			
Lectern (w/ Space For A Portable Computer)	1	$2.500	**$2.500**
31"w x 29"d w/ microphone, speaker, light & clock			
Locker	7	$0	**$0**
Unit 12"w x 12"d x 62"h (Two 30"h lockers)			
Mat, Anti-fatigue	3	$125	**$375**
Microwave Oven	2	$300	**$600**
30"w x 14"d x 16"h - countertop or under cabinet			
Mirror	1	$300	**$300**
Full length			
Mirror, With Shelf	3	$0	**$0**
Above counter			
Paper Cup Dispenser	1	$25	**$25**
3" diameter x 18"h - Wall-mounted			
Paper Cutter	1	$400	**$400**
Paper Towel Dispenser	6	$0	**$0**
Wall-mounted			
People Counter, Electronic Eye	1	$365	**$365**
Postage Meter/Scale	1	$150	**$150**
Printer, Ink-Jet (Color)	1	$500	**$500**

Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
Inventory Items:			
Printer, Laser (B&W)	3	$600	**$1.800**
Printer, Receipt	2	$500	**$1.000**
Projection Screen, Wall Mounted	1	$340	**$340**
Front projection			
Projector, Ceiling Mounted	2	$12.000	**$24.000**
17"w x 16"d x 7"h - AV & computer, LCD to DLP			
Queuing Space (Per Person)	26	$0	**$0**
Rack, Computer / Communications Equipment	1	$1.500	**$1.500**
36"w x 24"d x 60"h			
Recycling Bin	1	$75	**$75**
Refrigerator	2	$1.200	**$2.400**
Full-sized - 32"w x 36"d x 68"h w/ freezer			
Router/Switch	1	$3.500	**$3.500**
Rack-mounted - 8"w x 20"d x 24"h			
Safe, Data / Tape Carrier	1	$120	**$120**
Portable & fire Proof - 18"w x 18"d x 18"h			
Safe, Wall	1	$500	**$500**
17"w x 16"d x 13"h			
Security System Book Desensitizer	2	$275	**$550**
Desktop non-electric unit 10"w x 5"d x 1.5"h			
Security System Gates, Inventory Control	1	$14.000	**$14.000**
Three gates (two corridors) 83"w x 26"d x 70"h			
Self Check-Out Counter	1	$875	**$875**
4'w x 30"d - against wall			
Self Check-Out Machine	1	$28.000	**$28.000**
25"w x 29"d x 27"h - counter top unit			
Server, Desktop / Rack Mount	1	$4.500	**$4.500**
8"w x 20"d x 24"h			
Shelving, SF 66"h Steel W/ 5 Shelves	4	$265	**$1.060**
3'w x 12"d unit			
Shelving, SF 90"h Steel W/ 7 Shelves	35	$355	**$12.425**
3'w x 12"d unit			
Sink	2	$0	**$0**
36"w x 24"d - In counter			
Sink And Counter	3	$0	**$0**
Rest room			
Sink, Mop	1	$0	**$0**
Soap Dispenser	7	$0	**$0**
5"w x 4"d x 10"h - Wall-mounted			
Sofa (3 Seat)	1	$1.300	**$1.300**
78"w x 32"d			

Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
Inventory Items:			
Stall	3	$0	**$0**
Rest room			
Stool	4	$450	**$1.800**
Stove Top & Oven, Electric	1	$800	**$800**
30"w x 26"d x 30"h - in counter			
Supply Cabinet	1	$500	**$500**
36"w x 30"d			
Table, Accessible - Adjustable Height (Manual)	1	$1.100	**$1.100**
36"w x 30"d x 22" – 50"h (1 Person) dual surface			
Table, Café	1	$350	**$350**
Staff (4) - 30" diameter			
Table, Children's	2	$900	**$1.800**
42" diameter x 21-26"h (4 Person)			
Table, Coffee	2	$400	**$800**
30"w x 30"d x 17"h			
Table, Conference	1	$2.500	**$2.500**
96"w x 42"d x 29"h (6 to 8 Person)			
Table, Conference	1	$3.500	**$3.500**
120"w x 48"d x 29"h (8 to 10 Person)			
Table, Drum	1	$475	**$475**
24"diameter x 15" - 24"h			
Table, End	2	$600	**$1.200**
30"w x 30"d x 20"h			
Table, Juvenile	6	$1.000	**$6.000**
48" diameter x 27"h (4 Person)			
Table, Meeting Room	8	$450	**$3.600**
60"w x 24"d x 29"h - folding			
Table, Reader's	14	$1.200	**$16.800**
48" diameter x 29"h (4 Person)			
Tape Drive, External DAT / Cartridge Tape	1	$500	**$500**
Technology Carrel	8	$1.900	**$15.200**
41"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Carrel	23	$2.500	**$57.500**
51"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Carrel, Adjustable (Electrical) Height	2	$3.000	**$6.000**
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			
Technology Carrel, Adjustable (Manual) Height	5	$2.500	**$12.500**
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			
Technology Counter	4	$750	**$3.000**
36"w x 30"d (1 Person) stand-up - against wall w/ power & data management			

Furniture and Equipment

	UNIT QTY	UNIT COST	EXTENDED COST
Inventory Items:			
Technology Counter	15	$1.000	**$15.000**
41"w x 30"d (1 Person) sit-down - against wall w/ power & data management			
Technology Counter	1	$1.750	**$1.750**
71"w x 30"d (2 Person) sit-down - against wall w/ power & data management			
Telecommunications Backboard	1	$400	**$400**
8'w x 8'h wall-mounted fire-rated plywood			
Telecommunications Equipment/Hub/ Multiplexer	1	$1.500	**$1.500**
Rack mounted or desktop			
Telephone Handset	12	$300	**$3.600**
Telephone, Public Pay	1	$0	**$0**
30"w x 19"d - Accessible			
Urinal	1	$0	**$0**
Vendor Card Encoder/Dispenser	1	$0	**$0**
Wall-mount			
Waste Basket	1	$20	**$20**
13"w x 15"d x 15"h			
White Board	1	$400	**$400**
3' x 4' – erasable marker board			
White Board	4	$1.000	**$4.000**
4' x 10' – erasable marker board			
Workstation, Circulation Check-In Desk	1	$4.800	**$4.800**
6'w x 30"d w/ 7' behind desk & 3.5' in front			
Workstation, Circulation Check-Out Desk	2	$4.800	**$9.600**
6'w x 30"d w/ 7' behind desk & 3.5' in front			
Workstation, Circulation Patron Registration Desk	1	$3.200	**$3.200**
4'w x 30"d w/ 7' behind desk & 3.5' in front			
Workstation, Clerical Counter	4	$1.250	**$5.000**
5'w x 30"d - against wall			
Workstation, Food Preparation Counter	1	$1.000	**$1.000**
4'w x 30"d - against wall			
Workstation, Preparation Counter	1	$2.000	**$2.000**
8'w x 30"d - against wall			
Workstation, Reference Desk	2	$4.000	**$8.000**
5'w x 30"d w/ 7' behind desk & 3.5' in front			
Workstation, Shipping & Receiving Counter	1	$1.500	**$1.500**
6'w x 30"d - against wall			

Inventory Sub-Total: **$583,855**

Shelving Units:

Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
Shelving Units:			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	11	$385	**$4.235**
3'W x 24"D unit w/end panels & canopy top			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	37	$450	**$16.650**
3'W x 24"D unit w/end panels & canopy top			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	69	$590	**$40.710**
3'W x 24"D unit w/end panels			
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves	2	$250	**$500**
3'W x 12"D unit w/end panels & canopy top			
36" Aisle SF 90"H Steel Shelving W/ 5 Shelves	3	$325	**$975**
3'W x 12"D unit w/end panels			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	14	$355	**$4.970**
3'W x 12"D unit w/end panels			
	Shelving Sub-Total:		**$68,040**

Total Costs: $651,895

5. General Requirements
of the Library Building

1. **Environmental Documentations**

   When projects involve land acquisition, a Phase 1 Environmental Site Assessment (ESA) and required CEQA documentations will have been completed by the Environmental Management Group of the Structural and Geotechnical Engineering Division, Bureau of Engineering, Department of Public Works. Wherein recommended by the Phase 1 ESA, a Phase 2 study and other soils report may be performed.

   When projects do not involve land acquisition, CEQA documentations will usually have been done by Public Work's Environmental Management Group.

   Engineering will normally provide copies of the environmental reports to the consultant architects.

2. **Sustainability Considerations**

   The building should be designed and constructed using environmentally sensitive design and construction methods. Wherever feasible, it should showcase energy and water conservation features, and use recycled and non-toxic building materials. The architect is encouraged to achieve as many of the U.S. Green Building Rating System points as economically feasible.

3. **Parking**

A) <u>Number of Parking Spaces</u> - The current code-required parking for libraries is one space for each 500 S.F. of building space. The minimum parking requirement for a 14,500 S.F. building is twenty-nine spaces.

   However, Los Angeles residents are very driving-oriented, so twenty-nine spaces are generally inadequate to serve both the public and the staff members who work in the facility. The lack of adequate parking is the most common complaint aired regarding the new buildings constructed under the 1989 Bond Construction Program. It is,

therefore, an important requirement that as many parking spaces as the lot size allows be provided.

Additionally, where feasible, provide only standard size parking spaces.

B) <u>Gates</u> - In general, the Library Department favors the provision of locking gates that will control the use of the parking lot after hours. The staff's ability to easily open/secure/close the gates should be considered in the design.

C) <u>Lights</u> - Provide adequate lights in the parking lot and by the entrances (both public and staff entrances) for security reasons. Automatic lights controlled by photocells are preferred. The parking lot lights should also be controlled by timer(s) so that all or portions of the lights can be turned off at appointed time. The capability of leaving one or two strategically placed light fixtures on throughout the night if needed to discourage vandalism and burglary is required. The wiring pattern must accommodate this requirement.

The Library Department's experience with light fixtures that are mounted low or flush with the ground has been poor as such fixtures are frequently vandalized. Tall pole lights are preferable. Please position the pole lights to minimize glare on the adjacent properties.

D) <u>Surface Materials</u> - The parking lot should be surfaced with a slip-resistant material that will minimize tire squeal. If tiles or similar materials are proposed as pavers for portions of the parking lot, consider slipping hazards (both for drivers and pedestrians), especially when the pavers become wet.

4. Exterior Considerations

A) <u>Building Visibility</u> - The library building should be sited prominently on the lot. It should be designed in such a way that people passing by in a car or bus, on foot, become aware of the building and be attracted to enter and use the facility.

The library building should present an open, inviting and attractive front.

B) <u>Signage</u> - Prominent well-lit and well-designed signage identifying the building name as "Harbor Gateway-Harbor City Branch - Los Angeles Public Library" will be part of the design. The signs should be readily readable during the day and night from cars passing on the street(s). The Board of Library Commissioners and the Board of Cultural Affairs Commissioners are both very concerned about the visibility and identification issues.

The building address number should be included in the exterior signage package.

C) <u>Security</u> - Provide a security-conscious building design and landscaping layout. Avoid nooks and crannies in the footprint of the building to prevent people from hiding or sleeping in those areas.

While security cameras are not required as part of the Standard Building Program requirements, provide the appropriate electrical and communication conduits in the exterior for the potential addition of security cameras.

D) <u>Building Materials and Exterior Walls</u> - The library is a civic building and will be used for many years. Materials used on the facility should be durable and easily maintained. Exterior wall materials should have a hard texture that is not easily scratched and is graffiti-resistant. Locally and/or readily accessible materials should be considered before materials that are difficult to obtain or must come from other parts of the world.

E) <u>Anti-Graffiti Ordinance</u> – Los Angeles City Ordinance mandates the use of anti-graffiti coating on all exterior walls up to a certain height. Most of the time, the anti-graffiti coating will affect the color of the exterior walls to some degree. It is important that color-change be taken into consideration when specifying how high the anti-graffiti coating goes to avoid demarcation lines on the building.

Please include anti-graffiti film on all glass doors and windows below 10 feet. In unsupervised space, e.g. lobby, the film should be placed on both sides of the glass.

F) <u>Landscaping</u> - Landscaping materials used on the project should be drought-tolerant, slow-growing and low maintenance.
Please use care in selecting trees. Avoid trees that drip or drop berries and flowers. These droppings create a mess on the outside, staining walkways, creating slipping hazards, and are tracked inside the building, resulting in dirty and stained carpet.

G) <u>Passenger Drop Off Area</u> - It is highly desirable that a safe passenger drop off and pick up area be created. Provide some built-in bench seating in the area for people waiting for their rides.

H) <u>Exterior Book Drop</u> - Provide a large book return with a capacity of 14 cubic feet. Prefer Kingsley #0310 Curbside Book Return with anti-graffiti coating (option 3001) (See Attachment J). This independent book drop can be placed either in the front of the building near the curbside or in the parking lot. The placement decision must be made in conjunction with the siting of the interior book drop so that at least one of the book drops will be accessible to the public after library hours.

The holding capacity of this book drop is of great concern to the library staff. The biggest complaint is that the drop is too small and gets filled up quickly, especially during the weekends. Please specify Kingsley 0345 receiving cart for this book drop.

Please consider traffic pattern and safety issues in siting this book drop. If it is a curbside version, it is essential that cars can pull safety up to it without causing traffic backup or accidents. If it is placed inside the parking lot area, it would be ideal if a driver can access the book drop without leaving the car. The siting needs to consider the path of travel for staff in retrieving the books from the drop. This path of travel also impacts the placement of the access door to the book drop.

I) <u>Bike Rack</u> - Provide a low-profile bike rack for a minimum of 10 bicycles. Bicycle riders have requested for rack that allows the frame of the bikes to be locked to the rack, versus the wheel, e.g. the serpentine type of rack. The rack should be positioned close to the entrance, but in such a way as not to interfere with pedestrian traffic flow, and in a visible, well-lit location for theft prevention. For ease of maintenance, consider using stainless steel finish.

J) <u>Plaque</u> - A building plaque will be provided near the public entrance. It should identify the library, date of construction and appropriate public officials as provided by the Library Department at a later date.

K) <u>Flagpole</u> - Provide a flagpole with adjustable clips for two flags and a vandal-resistant locking mechanism. The flag size is 3' X 5'.

L) <u>Trash Area and Receptacle</u> - Provide a screened and enclosed trash area near the staff/delivery entrance. Considerations should be given to aesthetics, proximity to neighbors and easy access by library, custodial, and Sanitation staffs. Library Department uses regular household garbage bins provided by the Bureau of Sanitation and not dumpsters. Provide plenty of storage space for recycling bins. Be aware that in many instances, the Department of Building and Safety has requested for a separate 100 S.F. Recycling enclosure, apart from the Trash enclosure.

   Provide heavyweight, large trash receptacle(s) with ash tray(s) by the public entrance(s). Style should complement the exterior of the building. The receptacles are meant for the public to deposit their trash, as drink containers, etc. before entering the library.

M) <u>Exterior Connections to Water and Electricity</u> - Provide hose bibs and electrical outlets at regular intervals around the building for exterior connection purposes. Hose bibs should come with removable turning mechanism. The electrical outlets should be protected from the elements and be lockable to prevent unauthorized access by the public.

N) <u>Truck/Delivery Zone</u> - No truck/delivery zone is needed for this Program, even in C zone properties. Program Management has been successful in getting a variance.

5.   Entry and Lobby Considerations

A) <u>Public Entrance(s)</u> - The location of the public entrance is critical. Library Department prefers to have only one easily identifiable public entrance. This entrance should be readily accessible to pedestrians as well as people entering from the parking lot. Public safety and convenience are of great importance.

   Provide a heavy-duty automatic sliding front entry door that will hold up to heavy usage. (Attachment E.) This door should be key-operated.

Include in the design of the front entrance some built-in method of cleaning of patron's shoes before entering the library, e.g. *First Appearances* (See Attachment P.) This will give the interior carpet a much better chance of keeping a nice appearance and clean.

B) Staff Entrance - A separate staff entrance is not mandatory but preferred. If one is provided, consider the relationships to parking lot and delivery route carefully. Provide a doorbell at this entrance. Doorbell should ring at the Circulation Desk Area as well as in the Staff Workroom/Lounge Area. If the design of the staff entrance does not include vision panel, provide a wide-angle peephole so that staff can ascertain who is at the door before opening. Provide a security system keypad near this entrance to enable the arming and disarming of the security alarm easily.

C) Lobby - Since the lobby is mainly a transit space, the library does not want to use up too much of its square footage in that location. The design for that space should be as tight as possible.

D) Public Telephone - Provide a built-in, ADA compliant public telephone nook in the lobby area. Provide all the wiring needed for the hook-up of a public telephone by an outside vendor. The City has an annual contract with an outside provider who will provide the pay public telephone used in all city buildings. See Attachment O for Specifications of PB-101, which is the model currently provided by the contract holder. Since the provided phone counter and enclosure may not match the building's color scheme, it is preferable that this counter and enclosure be specified and built-in, rather than using the one supplied by the public telephone provider.

Many pay phone users tend to scribble telephone numbers on the surrounding walls. Provide easily cleanable surfaces around the public telephone, e.g. ceramic tiles. Consider the height of the telephone cabinet and the general population when specifying the height of the ceramic tiled walls. Provide tiles not just to the back walls, but to the surrounding wing walls as well.

E) Public Rest Rooms - Hardware, dispensers and toilet room accessories (dispensers for soap, paper towel, toilet tissue, seat covers and sanitary trash receptacles) should conform to City of Los Angeles, General Services Department, Maintenance Division's specifications. (See Attachment I.)

F) <u>Book Detection System</u> - Provide a 3M 3800 Series Book Detection System per specifications provided. (Attachment F.)

It is extremely important to coordinate the placement of the system for several reasons. This is an electromagnetic detection system and it cannot function properly if it is placed too close to large metal objects, e.g., metal used in framing walls, metal doors and metal grilles. The system is also affected by close proximity to computers. Since the Circulation Desk and its computer stations are placed close by the entry, care should be taken in providing a minimum of 6-8 feet clearance from the nearest computer unit and other large metal objects.

Another important coordination has to do with the placement of the electrical junction box that is needed to power the system. The power needed to supply the system should come out directly under the panel. No conduit, junction box, or electrical cord should be visible. This is a very critical requirement.

Provide plenty of circulation space so that people standing in line in front of the Circulation Desk will not interfere with people who are passing through the Book Detection system as they enter and/or leave the library.

Because of ADA requirements, Building and Safety mandates the siting of the Book Detection System three feet away from doorways. This action results in huge gaps on both sides of the Book Detection System that allow the public to by-pass the system if they so choose. Please include in the design a means of closing those gaps. The construction method and materials must not interfere with the correct operation of the Book Detection System and must comply with ADA requirements.

7. Building Systems Considerations

Please keep in mind that the library building will be maintained by the Department of General Services. Systems selected for the building should be efficient and easy to maintain**.**

A) <u>Lighting</u> - It is very important that lighting level be adequate for reading purposes throughout the library. Particular attention should be given in coordinating lighting in relation to shelving so that there is

adequate light to read titles and call numbers on spines of books, especially on the bottom shelves. Avoid using task lights on tables as a means of attaining an acceptable level of light for reading purposes. A photometric study is required.

Controls should provide for the general dimming and/or darkening of certain sections of the reading rooms and Multipurpose Meeting Room separately. Inside lights should be on a master switch located in a central staff area as Circulation Desk or near the staff entrance. All lights should have switch off capability.

To provide for "after-hours" use, Multipurpose Meeting Room, lobby, and restrooms should be on a separate lighting, as well as, heating/ventilating zones with their own override switches.

If light switches are required to be within sight of fixtures controlled in order to comply with Title 24, provide key-operated switches in all public areas.

Strong considerations should be given to using light fixtures that have long lasting, commonly available, inexpensive replacement light bulbs. Use fixtures that will not produce VDT glare. Avoid low voltage, high intensity decorative light fixtures.

Provide a few nightlights (but only a few) at strategic locations to enable visual check of the building by patrolling policemen and library security officers.

Meeting Room will need to be able to be darkened for the purpose of showing films. In addition to window treatment, consideration needs to be given to the placement of emergency lights in relation to the projection screen.

Please consider future maintenance issues, especially in relation to the ease in replacing burnt out bulbs, when lighting high ceiling areas. Preferably, the bulbs can be reached easily using a standard 8' - 12' ladder.

B) <u>Electrical and Communication Systems</u> - Because of unknown future technological changes and advances, the library building needs to be extremely flexible so that it can evolve and still meet future technological challenges.

Provide ample electrical outlets and conduits with Category 6 wiring or better throughout the building. These items should be provided not only in the designated computer areas, but throughout the reading room.

Provide underground duct system in all reading room areas and multipurpose meeting room to meet both today and future needs. No floor monuments of any sort are accepted. All electrical and data outlets must be flush mounted for hazard reduction and flexibility reasons.

Provide appropriate live electrical and data outlets with protective cover plates over the underground duct. All data outlets must be wired with category 6 cables or better to the Communications Room and appropriately labeled. Provide suitable protective plates over the data outlets so that the data jacks are protected from water, dust and other debris at all times, both when they are plugged in as well as when not in use. See Attachment Q for one acceptable flush mount service module.

Provide cable TV access to the building with outlet for television set at the Multipurpose Meeting Room. A 1" minimum sized conduit, wired with coaxial cables leading from the Communications Room is required.

It is very important that the architect is aware of the aesthetic details involving electrical and data conduits. Wiremold/raceway/conduit used to provide electrical and voice/data outlets at Circulation Desk, Reference Desk, and built-in computer counter areas, must be boxed in, hidden from view yet readily accessible for repair and maintenance. Provide 2.5-inch wide grommets on desks, counters to access outlets that are under the counters.

Each computer station requires the following minimum electrical/data outlets: one quad electrical outlet and one data conduit wired with category 6 cables or better for two data terminations and one voice termination. Use Category 6 cables or better (not Category 3) also for voice termination but labeled appropriately.

For the above reason, it is very important that if wiremold/raceway/ conduit is used to feed several stations on a computer counter or at the Reference/Circulation Desks, that the raceway be large enough to hold all the cables needed to properly wire all stations. Remember the daisy chain effect.

It is extremely important that the siting of electrical and data outlets be carefully coordinated with the furniture layout as more and more reading tables are being activated for Internet access.

Provide a sound system in the Meeting Room, with built-in speakers, amplifiers, and jacks in the wall.

C) Heating/Air Conditioning - Preference is for a zoned approach to heating and cooling to provide flexibility in adjusting temperature from zone to zone. System should be controlled by a central time clock with by-pass switches to enable each individual HVAC unit to operate after hours if needed. The by-pass switch for the Meeting Room should be accessible even when the rest of the library is closed after library hours. The rest of the by-pass switches can be grouped and installed in a centralized location, e.g. Workroom or Communication Room.

Consideration should be given to properly securing equipment (if located outside) from vandalism.

Provide adjustable thermostats. Provide locking covers for thermostats in all public areas to prevent unauthorized temperature adjustment.

Pay particular attention to cooling needs in heat-producing or heat-sensitive areas e.g., Electrical Room and Communications Rooms. While a dedicated unit serving just these rooms is not mandated, local conditions may make it advisable to provide dedicated units for these areas.

D) Security System - Special attention should be given to problems relating to vandalism and illegal entry. Outside lights should be on photocells/timers. Intrusion alarm, motion sensors, panic buttons and smoke and fire alarms should be included in the design.

The Security System will be linked through an autodialer to the Central Library Security Office for 24-hour monitoring purposes. Provide a Silent Knight Model 5104 or better autodialer as part of the contract. The security alarm system should be capable of allowing certain portions of the building (e.g. Meeting Room) to be turned off (for after-hour access) while protecting the rest of the building. Because all branch libraries' security systems are monitored by Central Library Security, the standard security alarm equipment specified by the City's

Information Technology Agency must be provided. No substitution will be accepted. (See Attachment D.)

Provide conduits and electric outlets for the future installation of both exterior and interior security cameras.

Provide panic buttons, tied to the security system's autodialer to Central Library Security at the following locations: Circulation Desk, Reference Desk, Workroom, Senior Librarian's Office, Staff Lounge (if separate from the Workroom).

Provide individual door alarms to all emergency exit doors that are accessible to the public. These alarms are in addition to and separate from the intrusion alarm system that protects the building. These alarms will alert staff to unauthorized usage of the emergency exits. Staff should be able to identify which alarm has been triggered and be able to turn the alarm on and off at will from a central location, preferably at the Circulation Desk.

Intrusion alarm keypad should be located near the staff/delivery entrance for ease of access. If a second control panel in the public entrance area is needed for after-hour access, consider possibilities of vandalism in locating the keypad.

E) <u>Locks, Keying Systems and Wall Safe</u> - All door locks and hardware must comply with the City's General Services Department's specifications. All locks must be Corbin-Russwin, 6-pin, interchangeable cores, with an H-5 keyway to match the master lock system for the Los Angeles Public Library. Please include in the Specifications that no substitution will be accepted. (See Attachment K.)

For the public restrooms, please provide a ML2042 lockset. The inside cylinder should be on the H5 keyway but the outside cylinder should use a L4 keyway.

Include a large key box in the Specifications.

Provide a wall safe which may be located in the Senior Librarian's Office, Workroom or Storage. Please ensure that the wall safe have adequate depth for it to be really useable. (see Attachment M).

F) <u>Fire Alarm System</u> - The proposed project must comply with all applicable State and local codes, ordinances and guidelines. Sprinklers are to be provided. Provide an autodialer that enables the monitoring of the fire alarm system by an off-site 24-hr. central station to be selected later. Provide Silent Knight Autodialer Model #5104 or better as part of the contract.

For all fire alarm pull stations located in public areas, provide alarmed covers over the pull boxes to prevent children from playing with the pull stations and causing false alarms.
Please review carefully the proposed location for the fire sprinkler connection in relation to the building address. Please specify a flush-mounted versus an exposed connection.

8.   General Interior Considerations

A) <u>Visual Control</u> - Visual control of the entire public space in the building by a minimum number of staff is a high priority. All public areas of the library should be visible from the combined view span of the circulation desk and the reference desk. Avoid projections, angles and partitions in the interior layout.

B) <u>Windows</u> - Windows should be made of vandal-resistant, laminated, glare-control glass, placed so as not to interfere with shelving. Include window treatment as window shades/blinds/drapes to keep out sunlight and glare. Glare on computer screens is a major concern. Provide anti-graffiti film on the lower accessible windows.

Consider some windows that can be opened for air circulation should the air conditioning system fail. If provided, include removable handles on the operable windows in the public areas.

If high clerestory windows are included, provide cleaning rail or other method to make it easier to clean the windows.

C) <u>Carpeting</u> - High grade, (36 oz. minimum weight) stain resistant carpeting shall be installed throughout the facility, except in the entry, patron areas in front of the circulation and reference desks, hallways, restrooms, kitchen/sink area, staff lounge, multipurpose meeting room, mechanical room, electrical room, communications room, custodian's

closet and storage areas. Carpet is needed in the staff areas behind the Circulation and Reference Desks. Where feasible, consider using carpet tiles.

The color of the carpet is of great importance. It should be light enough to reflect light but dark enough to hide unsightly stains and dirt. Stains on library carpet are a major and persistent problem.

Consider using more colorful and playful carpet in the Children's Area as a way of highlighting that area.
Wherever carpet joints or cuts are necessary, the seams should be finished carefully through the use of reducing strips and protective rings to prevent unsightly and hazardous fraying.

D) Noise - Appropriate insulation, window glazing and other building materials will be used to ensure that the interior noise level in the library will not exceed 45 decibels.

E) Acoustics -Adequate acoustical treatment for reasonable quiet for reading and studying should be provided. The library will be used by a large number of school children. Pay particular attention to noise control in high ceiling areas, as well as in non-carpeted areas, especially in the Circulation and Reference Areas, the Multipurpose Meeting Room and any other high volume spaces. Consider using fabric walls in some areas. Fabrics can serve double purposes: sound absorption as well as display.

F) Public Access Technology - Computer workstations will provide the public with access to electronic resources such as the catalog, databases and the Internet. In addition to the public workstations, Circulation/Reference Desks and Workrooms will also have computer workstations for staff to access electronic resources and other library related applications. All computer workstations will be networked.

Computer workstations should be clustered by age function.

All non-shelving areas should have underground ducts for future technology hook-ups.

See Attachments R and S for additional details.

9. Interior Design Considerations

A) <u>Shelving</u> - Bracket-type metal library shelving with integral back designed to meet California seismic standards will be used. Specify a slip-resistant finish for all shelves to minimize the slippage of books. (See Attachment H.)

Standard library shelving is constructed of three feet wide sections. Two or more sections joined together to act as a single unit are called a range for the attachment of end panels. It is important to consider the dimensions of the standard library shelving when determining length of walls, distance between columns, location of electrical outlets, heating ducts, windows, etc. Aisle width must conform to fire and disabled access codes. Shelving will be part of the construction contract

Provide sliding wire book support that attach to the back edge of the integral back shelf for all shelving units. Remember to include "findable book supports" for all built-in shelves throughout the library. Provide a 50/50 mix of 6" high and 9" high book supports.

B) <u>Furniture Layout</u> - While furniture will not be part of the construction contract, the architect needs to provide a furniture plan so that it can be shown that:

   a) required furniture can fit into the space provided; and

   b) power/voice/data outlets are coordinated with the furniture plan.

Consideration should be given to ADA requirements and wheelchair access in laying out the furniture. Special care should be given in providing adequate circulation space. A common problem is that furniture plan as drawn cannot be duplicated in reality without resulting in really cramped quarters.

C) <u>Display Areas</u> - Provide for display areas throughout the library. Fabric walls or slat walls that are part of the design are preferable to mounted bulletin boards except where specified. Display areas are needed at the following locations:

   a) Meeting Room - For art works and other exhibition, temporarily or permanently.

b) Library Reading Rooms - In the Young Adult and Children's Areas to display poetry, drawings, book covers, etc. These areas will also need an art display wall or nook.

c) Entry - Need lockable bulletin board for the posting of library rules/regulations and community notices, and literature give-away racks of various sizes for the distribution of free pamphlets as bus schedules, library program flyers, and large quantities of free newspapers as LA Weekly and LA Parent.

d) Workroom - Need tack surface in the individual work spaces as well as bulletin board for the posting of work and desk schedules.

e) Staff Lounge - Need one bulletin board for the posting of staff notices.

f) Senior Librarian's Office - Need bulletin board for posting schedules, etc.

g) Copy Machine - Small fabric, tack board area above copy machine.

h) Stack Ends - Some of the end panels may be slotted to hold display racks.

Please remember most of the display locations are in public areas. It is important that the finishes and materials of the fabric walls, tack surfaces and bulletin boards do not detract from the aesthetics of the library.

D) Graphics - Interior graphics - large, easily readable, identification signs, area information signs, and bookstack signs that meet ADA requirements will be part of the interior design and construction contracts. Library staff will identify which signs need to be provided in English and Spanish, and other languages as appropriate.

Provide stack end signs that can be updated easily. The inter-changeable letter type signage, thus far, has been problematic. The letters and numbers are not large enough and updating is difficult. Library Department is experimenting with ASI's Pacific Interior Series and the Interior 20 Paper Flex Series. (See Attachment G.) Other options are welcomed and will be considered also.

Include an updatable Service Hour Sign in the front entry area. If this sign is placed outdoors, it needs to be lockable and protected from the elements.

E)   Clocks - Provide large wall clocks for the Circulation Desk Area, Workroom, Meeting Room, the Senior Librarian's Office, and Staff Lounge as part of the construction contract.

F)   Public Art -As part of the Design Service Contract, the architect is required to work with the Library Department, Cultural Affairs Department, and the community to select an artist for a public art project. The intent is to utilize a local artist to produce a permanent art work which is meaningful to the community.

The architect will work cooperatively with the selected artist to coordinate the design and installation of the public art project as it relates to the design/ construction of the building.

10. Mechanical Room and Electrical Room

Mechanical equipment may be roof mounted to maximize the public space on the main floor. They should be located unobtrusively or screened from view. Provide sturdy roof access ladders with handrails or cage on top. Remember to include walking paths on the roof to allow service personnel to access the equipment. Also remember to include roof hatch doors in the security system.

Mechanical equipment located outside the building should be caged and locked to protect from vandalism.

Please consider noise and vibration concerns from roof-mounted equipment.

Spatial Relationships for all Library Divisions

Adult Audio-Visual Collection

Patrons will enter the Adult Audio-Visual Collection from the Adult Seating Area or from the Reference Desk area after passing by the Circulation Desk. The Adult Audio-Visual Collection should be close to the Adult Seating Area.

CLOSE:

        Adult Seating Area
        Teens Seating Area

PROXIMITY:

        Circulation Services
        Library Entrance
        Public Access Computers

Adult Fiction Collection

The Adult Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Adult Fiction Collection after passing through the security gates and the New Book Display Area.

CLOSE:

        Adult Seating Area
        Audio-Visual Collections
        Circulation Services
        Teen Seating Area

PROXIMITY:

        Adult New Books Display
        Library Entrance
        Reference Desk
        Non-Fiction Collection

Adult New Books

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Reading Area, and then return to the Adult New Books Display Area to select books for themselves.

Patrons may enter the library and browse in the Adult New Book Display Area, go on to the Fiction Collection or the AV Collection to select additional materials, and return to the Circulation Desk before leaving the library. For this reason, it is advantageous to have the Adult New Book Display Area close to the Fiction Collection.

ADJACENT:
> Circulation Desk

CLOSE:
> Library Entrance
> Public Access Computers

PROXIMITY:
> Audio-Visual Collection
> Fiction Collection

Adult Periodicals

In some libraries, the Periodicals Collection Area is near the front of the library close to the new books or part of the Browsing Area. The Current Magazine and Newspaper Area can be located anywhere in the adult library as long as the public can find it easily and the space is relatively quiet. Access to the Circulation Area and to the Copy Area is required.

PROXIMITY:
> Adult New Books Display
> Circulation Services
> Copy Area

Adult Seating Area

The Adult Seating Area should be suitable and convenient for adults, while providing seating space for overflow from Teen Seating when needed.

ADJACENT:
> Adult Fiction Collection
> Adult Lounge Seating
> Adult Non-Fiction Collection
> Public Access Computers
> Reference Desk
> Reference Collection

NEAR:
> AV Collection
> Copy Area

Children's Reading Area

Children should have easy access to the Children's Library from the Library Entrance. The Children's Library should be close to the Reference Desk.

ADJACENT:

Reference Desk

CLOSE:

Children's Audio-Visual Collection

AWAY:

Teen Seating Area

Circulation Services

The Circulation Services Division should be centrally located where all library patrons must pass through its public areas when entering or exiting the library building.

ADJACENT:

Library Entrance

CLOSE:

Adult New Book Display

PROXIMITY:

Audio-Visual Collections
Children's Library
Fiction Collection
Multipurpose Meeting Room
Non-Fiction Collection
Periodicals Collection
Reference Desk
Teen Seating

Computer Training Center

The Computer Training Center should be easily accessible to users and close to the Reference Desk since the reference staff will be secondarily responsible for its supervision.

CLOSE:

Reference Desk

PROXIMITY:

Public Rest Rooms

Library Entrance

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library or the Multipurpose Meeting Rooms. It should be conveniently located to allow access to both. The Library Entrance Division must be able to be locked off and separated from the library so that the meeting room and ancillary services can be open when the library is closed.

ADJACENT:
> Circulation Services
> Multipurpose Meeting Room
> Public Restrooms

CLOSE:
> Adult New Books Display

PROXIMITY:
> Audio-Visual Collection
> Children's Library
> Fiction Collection
> Public Access Computers
> Reference Services

Multipurpose Meeting Room Area

The major spatial relationship of this division is to the Library Entrance Division. Since the Multipurpose Meeting Room might be in use when the rest of the library is closed, access must be provided through the main lobby to the Multipurpose Meeting Room and to the Public Rest Rooms without compromising the library's security.

ADJACENT:
> Library Entrance

Non-Fiction Collection

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Desk and public access computers. Patrons will typically consult one of the library's public access computer or the reference staff before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the public access computers, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:
> Adult Seating
> Public Access Computers
> Reference Services
> Teen Seating

PROXIMITY:
> Fiction Collection

Reference Services Area

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the Public Access Computers first and then the Reference Collection. Patrons should pass by the Public Access Computers before they arrive at the Reference Collection, both of which should be highly visible from the entrance to the Library Entrance and Lobby.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively.

While the Teens Services Division should not be too close to the Reference Services Division, it should be in the proximity so that young adults can begin to use reference materials. The Periodicals Collection should be in the proximity of Reference Services so that staff can assist patrons, who have been searching periodical indexes to locate back issues. The Reference Services Division should be convenient for users of the Children's Library.

ADJACENT:
> Adult Seating Area
> Non-Fiction Collection

PROXIMITY:
> Children's Collection and Seating
> Circulation Services
> Teen Seating

Spanish Language Collection Area

This seating area is located adjacent to the Spanish Language materials and with easy access to the Reference Desk.

ADJACENT:
> Adult Fiction Collection
> Adult Lounge Seating
> Adult Non-Fiction Collection
> Public Access Computers
> Reference Desk
> Reference Collection
> Spanish Language Collections

NEAR:
> AV Collection
> Copy Area

Teens Services

The Teen Services Division should be very close to the Audio-Visual Collection Area since young adults will be heavy users of this collection. The Teen Division should also be relatively close to the Circulation Desk so that staff can supervise the young people. It should be in the proximity of the Reference Desk to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to the Reference Desk because the noise generated in the YA Services Area may disturb the patrons who need quiet for study or research. The Teen Services Area should not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

CLOSE:

Audio-Visual Collection

PROXIMITY:

Circulation Services
Reference Services

AWAY:

Children's Library

Library Division Sq. Ft. Summary

LIBRARY DIVISION	DIVISION Sq. Ft.	Percent of Total
ADULT AUDIO-VISUAL COLLECTION	144	1%
ADULT FICTION COLLECTION	216	2%
ADULT NEW BOOKS	48	0%
ADULT PERIODICALS	282	2%
ADULT SEATING AREA	1,290	11%
CHILDREN'S READING AREA	2,123	18%
CIRCULATION SERVICES	2,042	18%
COMPUTER TRAINING CENTER	810	7%
LIBRARY ENTRANCE	N/A	0%
MULTIPURPOSE MEETING ROOM AREA	1,417	12%
NON-FICTION COLLECTION	486	4%
REFERENCE SERVICES AREA	748	7%
SPANISH LANGUAGE COLLECTION AREA	450	4%
TEENS SERVICES	1,429	12%
Net Assignable Square Footage:	**11,485**	**100%**
Non-Assignable Square Footage (@ **20%** of Gross):	2,871	

Gross Square Footage: 14,356

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
ADULT AUDIO-VISUAL COLLECTION					**144**
ADULT AUDIO-VISUAL COLLECTION				144	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1	18	18		
3'W x 24"D unit w/end panels					
364 Audio Book CD (CD ROM)					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1	18	18		
3'W x 24"D unit w/end panels					
195 Audio Cassette					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1	18	18		
3'W x 24"D unit w/end panels					
560 Audio Compact Disc (CD)					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1	18	18		
3'W x 24"D unit w/end panels					
168 CD-ROM					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1	18	18		
3'W x 24"D unit w/end panels					
248 DVD					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	2	18	36		
3'W x 24"D unit w/end panels					
582 Video Cassette					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1	18	18		
3'W x 24"D unit w/end panels					
405 Audio Book Cassette					
ADULT FICTION COLLECTION					**216**
ADULT FICTION COLLECTION				216	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	5	18	90		
3'W x 24"D unit w/end panels					
1,496 Fiction					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	3	18	54		
3'W x 24"D unit w/end panels					
1,885 Paperbacks					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1	18	18		
3'W x 24"D unit w/end panels					
113 Short Stories					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1	18	18		
3'W x 24"D unit w/end panels					
113 Westerns					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1	18	18		
3'W x 24"D unit w/end panels					
225 Science Fiction & Fantasy					

LIBRARY SPACE NAME **Furniture and Equipment**	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	**SPACE** **Sq. Ft.**	**DIVISION** **Sq. Ft.**
ADULT FICTION COLLECTION				**216**	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1	18	18		
3'W x 24"D unit w/end panels					
325 Mysteries					

ADULT NEW BOOKS   <u>48</u>

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
NEW BOOK DISPLAY				**48**	
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	2	12	24		
3'W x 12"D unit w/end panels					
36 New Books (Face Out)					
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	2	12	24		
3'W x 12"D unit w/end panels					
336 New Books					

ADULT PERIODICALS   <u>282</u>

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
ADULT MAGAZINES & NEWSPAPERS				**282**	
Chair, Lounge	6	35	210		
36"w x 36"d					
Table, Drum	1	12	12		
24"diameter x 15" - 24"h					
36" Aisle SF 90"H Steel Shelving W/ 5 Shelves	1	12	12		
3'W x 12"D unit w/end panels					
4 Current Newspapers					
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	4	12	48		
3'W x 12"D unit w/end panels					
76 Current Magazines					

ADULT SEATING AREA   <u>1,290</u>

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
ADULT SEATING AREA				**1,290**	
ADA Alternate Keyboard	1	0	0		
20"w x 13"d x 1.5"h					
ADA Alternate Mouse/ Trackball	1	0	0		
ADA Screen Magnifier Attachment	1	0	0		
Attaches to monitor					
ADA Touch Screen Monitor	1	0	0		
Attaches to the monitor					
Chair, Lounge	6	35	210		
36"w x 36"d					
Chair, Reader's	24	0	0		
21"w x 21"d					
Chair, Technology Workstation Task	10	0	0		
Low back mid-quality with casters 25"w x 25"d					
Computer, Public Desktop	10	0	0		
CPU, w/ monitor, keyboard & mouse					

LIBRARY SPACE NAME **Furniture and Equipment**	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	**SPACE Sq. Ft.**	DIVISION Sq. Ft.
ADULT SEATING AREA				**1,290**	
Table, Coffee	2	45	90		
30"w x 30"d x 17"h					
Table, Reader's	6	90	540		
72"w x 36"d x 29"h (4 Person)					
Technology Carrel	9	45	405		
51"w x 30"d (1 Person) sit-down w/ power & data management					
Technology Carrel, Adjustable (Electrical) Height	1	45	45		
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management					

CHILDREN'S READING AREA   2,123

CHILDREN'S AUDIO-VISUAL COLLECTION				126	
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	18	18		
3'W x 24"D unit w/end panels & canopy top					
115 Audio Book Cassette					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	18	18		
3'W x 24"D unit w/end panels & canopy top					
240 Audio Compact Disc (CD)					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	18	18		
3'W x 24"D unit w/end panels & canopy top					
55 Audio Cassette					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	18	18		
3'W x 24"D unit w/end panels & canopy top					
30 Video Cassette					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	18	18		
3'W x 24"D unit w/end panels & canopy top					
100 DVD					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	18	18		
3'W x 24"D unit w/end panels & canopy top					
170 Video Cassette					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	18	18		
3'W x 24"D unit w/end panels & canopy top					
12 DVD					
CHILDREN'S COLLECTION & SEATING				1,589	
Chair, Juvenile	24	0	0		
16"w x 16"d x 16-18"h					
Chair, Technology Workstation Task	13	0	0		
Low back mid-quality with casters 25"w x 25"d					
Computer, Public Desktop	13	0	0		
CPU, w/ monitor, keyboard & mouse					
Table, Juvenile	6	80	480		
48" diameter x 27"h (4 Person)					
Technology Carrel	8	40	320		
41"w x 30"d (1 Person) sit-down w/ power & data management					
Technology Carrel, Adjustable (Manual) Height	5	45	225		
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management					

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	**SPACE** **Sq. Ft.**	**DIVISION** **Sq. Ft.**
CHILDREN'S COLLECTION & SEATING				**1,589**	
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	2	18	36		
3'W x 24"D unit w/end panels & canopy top					
780 Children's Paperbacks					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	6	18	108		
3'W x 24"D unit w/end panels & canopy top					
2,112 Juvenile Fiction					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	4	18	72		
3'W x 24"D unit w/end panels & canopy top					
2,310 Juvenile Spanish Language					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	18	18	324		
3'W x 24"D unit w/end panels & canopy top					
6,798 Juvenile Non-Fiction					
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves	2	12	24		
3'W x 12"D unit w/end panels & canopy top					
15 Children's Current Magazines					
PRESCHOOLERS' READING AREA				**258**	
Chair, Child's	8	0	0		
14"w x 13"d x 10-16"h					
Table, Children's	2	75	150		
42" diameter x 21-26"h (4 Person)					
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	5	18	90		
3'W x 24"D unit w/end panels & canopy top					
1,700 Children's Picture Books					
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	1	18	18		
3'W x 24"D unit w/end panels & canopy top					
240 Children's Easy Readers					
STORYTELLING AREA				**150**	
Chair, Child's Stacking	30	5	150		
14"w x 14"d					
Clock	1	0	0		
Wall-mounted					
CIRCULATION SERVICES					**2,042**
BOOK DROP (ADJACENT TO LOBBY)				**20**	
Book Bin, Depressible	1	20	20		
CIRCULATION DESK				**563**	
Bar Code Reader, Fixed Mount	3	0	0		
Book Bin, Depressible	1	0	0		
In Circulation Desk					
Cash Register	1	0	0		
Chair, Task	1	0	0		
Low back mid-quality with casters 25"w x 25"d					
Clock	1	0	0		
Wall-mounted					

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
CIRCULATION DESK				563	
Computer, Staff Desktop	3	0	0		
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse					
Mat, Anti-fatigue	3	0	0		
Printer, Receipt	2	0	0		
Queuing Space (Per Person)	20	6	120		
Security System Book Desensitizer	2	0	0		
Desktop non-electric unit 10"w x 5"d x 1.5"h					
Security System Gates, Inventory Control	1	75	75		
Three gates (two corridors) 83"w x 26"d x 70"h					
Self Check-Out Counter	1	30	30		
4'w x 30"d - against wall					
Self Check-Out Machine	1	0	0		
25"w x 29"d x 27"h - counter top unit					
Shelving, SF 90"h Steel W/ 7 Shelves	4	12	48		
3'w x 12"d unit					
Stool	2	0	0		
Telephone Handset	2	0	0		
Workstation, Circulation Check-In Desk	1	80	80		
6'w x 30"d w/ 7' behind desk & 3.5' in front					
Workstation, Circulation Check-Out Desk	2	80	160		
6'w x 30"d w/ 7' behind desk & 3.5' in front					
Workstation, Circulation Patron Registration Desk	1	50	50		
4'w x 30"d w/ 7' behind desk & 3.5' in front					
COMMUNICATIONS ROOM				100	
Computer Server, Mini (CPU)	2	0	0		
Rack-mounted - 24"w x 30"d x 30"h					
Computer Stand	1	20	20		
Console, Computer System	1	0	0		
Video monitor & keyboard w/ direct connection to server or minicomputer					
DSU/CSU Telecommunications Device	1	0	0		
6"w x 12"d x 3"h - Connects computer system to telephone system					
Fire Extinguisher, Halon	1	0	0		
Hand-held, wall-hung unit					
Rack, Computer / Communications Equipment	1	30	30		
36"w x 24"d x 60"h					
Router/Switch	1	0	0		
Rack-mounted - 8"w x 20"d x 24"h					
Safe, Data / Tape Carrier	1	0	0		
Portable & fire Proof - 18"w x 18"d x 18"h					
Server, Desktop / Rack Mount	1	0	0		
8"w x 20"d x 24"h					
Supply Cabinet	1	18	18		
36"w x 30"d					
Tape Drive, External DAT / Cartridge Tape	1	0	0		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	**SPACE Sq. Ft.**	**DIVISION Sq. Ft.**
COMMUNICATIONS ROOM				**100**	
Telecommunications Backboard	1	28	28		
8'w x 8'h wall-mounted fire-rated plywood					
Telecommunications Equipment/Hub/ Multiplexer	1	0	0		
Rack mounted or desktop					
Telephone Handset	1	0	0		
Waste Basket	1	4	4		
13"w x 15"d x 15"h					
COPY AREA				**50**	
Bulletin Board	1	0	0		
Copier, B&W Freestanding	1	50	50		
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h					
Vendor Card Encoder/Dispenser	1	0	0		
Wall-mount					
MECHANICAL EQUIPMENT ROOM				**N/A**	
OPAC (EXPRESS STATIONS) AREA				**80**	
Computer, OPAC Desktop	4	0	0		
CPU, w/ monitor, keyboard & mouse					
Technology Counter	4	20	80		
36"w x 30"d (1 Person) stand-up - against wall w/ power & data management					
REST ROOM - STAFF				**N/A**	
Commode	1	0	0		
Rest room					
Hand Dryer	1	0	0		
12"w x 7"d x 10"h - wall-mounted					
Mirror	1	0	0		
Full length					
Mirror, With Shelf	1	0	0		
Above counter					
Paper Towel Dispenser	1	0	0		
Wall-mounted					
Sink And Counter	1	0	0		
Rest room					
Soap Dispenser	1	0	0		
5"w x 4"d x 10"h - Wall-mounted					
SENIOR LIBRARIAN'S OFFICE				**148**	
Bulletin Board	1	0	0		
Chair, Supervisor's	1	0	0		
Mid-back mid-quality					
Chair, Visitor's	1	15	15		
Clock	1	0	0		
Wall-mounted					
Computer, Staff Desktop	1	0	0		
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse					

LIBRARY SPACE NAME **Furniture and Equipment**	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	**SPACE** **Sq. Ft.**	**DIVISION** **Sq. Ft.**
SENIOR LIBRARIAN'S OFFICE				**148**	
Desk, Branch Manager's	1	65	65		
66"w x 36"d					
File Cabinet, Lateral (Four Drawer)	1	20	20		
36"w x 18"d x 52"h					
Printer, Ink-Jet (Color)	1	0	0		
Safe, Wall	1	0	0		
17"w x 16"d x 13"h					
Shelving, SF 66"h Steel W/ 5 Shelves	4	12	48		
3'w x 12"d unit					
Telephone Handset	1	0	0		
STAFF LOUNGE				**248**	
Bulletin Board	1	0	0		
Cabinets, Above Counter	2	0	0		
1 linear foot x 24"d					
Cabinets, Above Counter (Lockable)	2	0	0		
1 linear foot x 24" d					
Cabinets, Below Counter	2	0	0		
1 linear foot x 24"d					
Chair, Café	4	0	0		
Clock	1	0	0		
Wall-mounted					
Coffee Maker/Urn	1	0	0		
Hot Water Urn	1	0	0		
Locker	7	5	35		
Unit 12"w x 12"d x 62"h (Two 30"h lockers)					
Microwave Oven	1	0	0		
30"w x 14"d x 16"h - countertop or under cabinet					
Paper Cup Dispenser	1	0	0		
3" diameter x 18"h - Wall-mounted					
Paper Towel Dispenser	1	0	0		
Wall-mounted					
Refrigerator	1	20	20		
Full-sized - 32"w x 36"d x 68"h w/ freezer					
Sink	1	18	18		
36"w x 24"d - In counter					
Soap Dispenser	1	0	0		
5"w x 4"d x 10"h - Wall-mounted					
Sofa (3 Seat)	1	70	70		
78"w x 32"d					
Stove Top & Oven, Electric	1	15	15		
30"w x 26"d x 30"h - in counter					
Table, Café	1	60	60		
Staff (4) - 30" diameter					
Telephone Handset	1	0	0		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
STAFF LOUNGE				248	
Workstation, Food Preparation Counter	1	30	30		
4'w x 30"d - against wall					
STORAGE ROOM FOR WORKROOM				96	
Shelving, SF 90"h Steel W/ 7 Shelves	8	12	96		
3'w x 12"d unit					
WORKROOM				737	
Bar Code Reader, Fixed Mount	4	0	0		
Book Truck	8	10	80		
36"w x 24"d					
Bulletin Board	1	0	0		
Cabinets, Above Counter	25	0	0		
1 linear foot x 24"d					
Cabinets, Below Counter	8	0	0		
1 linear foot x 24"d					
Chair, Task	10	0	0		
Low back mid-quality with casters 25"w x 25"d					
Chair, Visitor's	2	15	30		
Clock	1	0	0		
Wall-mounted					
Computer, Staff Desktop	2	0	0		
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse					
Desk, Cataloger's	6	60	360		
66"w x 30"d					
FAX Machine, Desktop	1	0	0		
30"w x 17"d x 21"h					
First Aid Kit	1	0	0		
10"w x 3"d x 10"h - Wall-mounted					
In & Out Board	1	0	0		
Staff location					
Key Cabinet	1	0	0		
12"w x 5"d x 16"h					
Label Maker	1	0	0		
5"w x 8"d x 4"h					
Paper Cutter	1	0	0		
Paper Towel Dispenser	1	0	0		
Wall-mounted					
Postage Meter/Scale	1	0	0		
Printer, Laser (B&W)	1	0	0		
Recycling Bin	1	15	15		
Shelving, SF 90"h Steel W/ 7 Shelves	6	12	72		
3'w x 12"d unit					
Telephone Handset	2	0	0		
White Board	1	0	0		
3' x 4' – erasable marker board					

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
WORKROOM				**737**	
Workstation, Clerical Counter	4	35	140		
5'w x 30"d - against wall					
Workstation, Shipping & Receiving Counter	1	40	40		
6'w x 30"d - against wall					

COMPUTER TRAINING CENTER 810

COMPUTER TRAINING CENTER				**810**	
Cabinets, Above Counter (Lockable)	17	0	0		
1 linear foot x 24"d					
Chair, Technology Workstation Task	22	0	0		
Low back mid-quality with casters 25"w x 25"d					
Computer, Public Desktop	22	0	0		
CPU, w/ monitor, keyboard & mouse					
Instructor's Station, Systems Furniture	1	60	60		
36"w x 30"d (1 Person) - sit-down w/ power & data management					
Projector, Ceiling Mounted	1	0	0		
17"w x 16"d x 7"h - AV & computer, LCD to DLP					
Table, Accessible - Adjustable Height (Manual)	1	30	30		
36"w x 30"d x 22" – 50"h (1 Person) dual surface					
Technology Carrel	6	45	270		
51"w x 30"d (1 Person) sit-down w/ power & data management					
Technology Counter	15	30	450		
41"w x 30"d (1 Person) sit-down - against wall w/ power & data management					
Telephone Handset	1	0	0		
White Board	1	0	0		
4' x 10' – erasable marker board					

LIBRARY ENTRANCE N/A

ENTRY & LOBBY				**N/A**	
Case, In-Wall Display	1	0	0		
Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors					
Drinking Fountain	2	0	0		
18"w x 19"d x 24"h - Built-in					
People Counter, Electronic Eye	1	0	0		
Telephone, Public Pay	1	0	0		
30"w x 19"d - Accessible					
REST ROOMS - PUBLIC (1 FEMALE, 1 MALE)				**N/A**	
Commode	3	0	0		
Rest room					
Diaper Changing Counter	2	0	0		
36"w x 18"d					
Hand Dryer	2	0	0		
12"w x 7"d x 10"h - wall-mounted					

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
REST ROOMS - PUBLIC (1 FEMALE, 1 MALE)				N/A	
Mirror, With Shelf	2	0	0		
Above counter					
Paper Towel Dispenser	2	0	0		
Wall-mounted					
Sink And Counter	2	0	0		
Rest room					
Soap Dispenser	4	0	0		
5"w x 4"d x 10"h - Wall-mounted					
Stall	3	0	0		
Rest room					
Urinal	1	0	0		

MULTIPURPOSE MEETING ROOM AREA

1,417

CUSTODIAL ROOM				48	
Shelving, SF 90"h Steel W/ 7 Shelves	4	12	48		
3'w x 12"d unit					
Sink, Mop	1	0	0		
FRIEND'S ROOM				151	
Chair, Task	2	0	0		
Low back mid-quality with casters 25"w x 25"d					
Clock	1	0	0		
Wall-mounted					
Shelving, SF 90"h Steel W/ 7 Shelves	8	12	96		
3'w x 12"d unit					
Telephone Handset	1	0	0		
Workstation, Preparation Counter	1	55	55		
8'w x 30"d - against wall					
KITCHENETTE				38	
Cabinets, Above Counter (Lockable)	3	0	0		
1 linear foot x 24"d					
Cabinets, Below Counter (Lockable)	4	0	0		
1 linear foot x 24"d					
Coffee Maker/Urn	1	0	0		
Hot Water Urn	1	0	0		
Microwave Oven	1	0	0		
30"w x 14"d x 16"h - countertop or under cabinet					
Paper Towel Dispenser	1	0	0		
Wall-mounted					
Refrigerator	1	20	20		
Full-sized - 32"w x 36"d x 68"h w/ freezer					
Sink	1	18	18		
36"w x 24"d - In counter					
Soap Dispenser	1	0	0		
5"w x 4"d x 10"h - Wall-mounted					

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
MULTIPURPOSE MEETING ROOM				1,030	
AV/Technology Equipment Cart, Large	1	15	15		
32"w x 24"d x 44"h					
Chair, Meeting Room - Stacking	75	12	900		
25"w x 21"d					
Clock	1	0	0		
Wall-mounted					
Lectern (w/ Space For A Portable Computer)	1	60	60		
31"w x 29"d w/ microphone, speaker, light & clock					
Projection Screen, Wall Mounted	1	0	0		
Front projection					
Projector, Ceiling Mounted	1	0	0		
17"w x 16"d x 7"h - AV & computer, LCD to DLP					
Table, Meeting Room	8	0	0		
60"w x 24"d x 29"h - folding					
Technology Counter	1	55	55		
71"w x 30"d (2 Person) sit-down - against wall w/ power & data management					
Telephone Handset	1	0	0		
White Board	1	0	0		
4' x 10' – erasable marker board					
STORAGE ROOM				150	
Cabinet, AV Equipment	1	15	15		
36"w x 26"d x 60"h, lockable					
Dolly, Chair	3	15	45		
2'w x 3'd w/ 10 - 20 chairs stacked					
Dolly, Table	2	15	30		
3'w x 2'd w/ 4 tables per dolly					
Shelving, SF 90"h Steel W/ 7 Shelves	5	12	60		
3'w x 12"d unit					

NON-FICTION COLLECTION | | | | | **486**

NON-FICTION COLLECTION				486	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	27	18	486		
3'W x 24"D unit w/end panels					
8,926 Non-Fiction					

REFERENCE SERVICES AREA | | | | | **748**

REFERENCE COLLECTION				162	
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	5	18	90		
3'W x 24"D unit w/end panels & canopy top					
540 Ready Reference					
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	6	12	72		
3'W x 12"D unit w/end panels					
756 Reference					

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
REFERENCE DESK				166	
Chair, Task	2	0	0		
Low back mid-quality with casters 25"w x 25"d					
Computer, Staff Desktop	2	0	0		
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse					
FAX Machine, Desktop	1	0	0		
30"w x 17"d x 21"h					
Printer, Laser (B&W)	2	0	0		
Queuing Space (Per Person)	6	6	36		
Stool	2	0	0		
Telephone Handset	2	0	0		
Workstation, Reference Desk	2	65	130		
5'w x 30"d w/ 7' behind desk & 3.5' in front					
STUDY ROOM (6-PERSON)				195	
Chair, Conference Room	6	0	0		
At conference table - 26"w x 28"d					
Table, Conference	1	195	195		
96"w x 42"d x 29"h (6 to 8 Person)					
White Board	1	0	0		
4' x 10' – erasable marker board					
STUDY ROOM (8-PERSON)				225	
Chair, Reader's	8	0	0		
21"w x 21"d					
Clock	1	0	0		
Wall-mounted					
Table, Conference	1	225	225		
120"w x 48"d x 29"h (8 to 10 Person)					
White Board	1	0	0		
4' x 10' – erasable marker board					

SPANISH LANGUAGE COLLECTION AREA   450

SPANISH LANGUAGE COLLECTION & SEATING				450	
Chair, Reader's	8	0	0		
21"w x 21"d					
Table, Reader's	2	90	180		
72"w x 36"d x 29"h (4 Person)					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	11	18	198		
3'W x 24"D unit w/end panels					
3,500 Spanish Language					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	2	18	36		
3'W x 24"D unit w/end panels					
577 Young Adult Spanish Language Books					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1	18	18		
3'W x 24"D unit w/end panels					
102 Video Cassette					

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
SPANISH LANGUAGE COLLECTION & SEATING				450	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1	18	18		
3'W x 24"D unit w/end panels					
44 DVD					
TEENS SERVICES					**1,429**
TEENS COLLECTION & SEATING				1,429	
Carrel, Reader's, Systems Furniture	4	40	160		
48"w x 30"d (1 Person) w/ power & data management & task light					
Chair, Lounge	6	35	210		
36"w x 36"d					
Chair, Reader's	28	0	0		
21"w x 21"d					
Chair, Technology Workstation Task	9	0	0		
Low back mid-quality with casters 25"w x 25"d					
Computer, Public Desktop	9	0	0		
CPU, w/ monitor, keyboard & mouse					
Table, End	2	12	24		
30"w x 30"d x 20"h					
Table, Reader's	6	80	480		
48" diameter x 29"h (4 Person)					
Technology Carrel	8	45	360		
51"w x 30"d (1 Person) sit-down w/ power & data management					
Technology Carrel, Adjustable (Electrical) Height	1	45	45		
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	2	18	36		
3'W x 24"D unit w/end panels					
987 Young Adult					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	2	18	36		
3'W x 24"D unit w/end panels					
750 Young Adult Fiction					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	3	18	54		
3'W x 24"D unit w/end panels					
1,375 Young Adult Paperbacks					
36" Aisle SF 90"H Steel Shelving W/ 5 Shelves	2	12	24		
3'W x 12"D unit w/end panels					
18 Young Adult Current Magazines					

Net Assignable Square Footage:		**11,485**
Non-Assignable Square Footage (@ **20%** of Gross):		2,871
Gross Square Footage:		**14,356**

7.3.1 ADULT AUDIO-VISUAL COLLECTION   144 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Adult Audio-Visual Collection is to provide library patrons with access to a variety of audio-visual collections such as audio books, audio cassettes, video cassettes, audio compact discs, audio book compact discs, CD-ROMs, DVDs and other emerging AV formats.

Library patrons will enter the Adult Audio-Visual Collection and browse attractively displayed media shelving units.

SPATIAL RELATIONSHIPS

Patrons will enter the Adult Audio-Visual Collection from the Adult Seating Area or from the Reference Desk area after passing by the Circulation Desk. The Adult Audio-Visual Collection should be close to the Adult Seating Area.

CLOSE:

> Adult Seating Area
> Teens Seating Area

PROXIMITY:

> Circulation Services
> Library Entrance
> Public Access Computers

DIVISION SPACE SUMMARY	Sq. Ft.
Adult Audio-Visual Collection	144
TOTAL:	**144**

Functional Activity

Library patrons will come into this area in search of AV materials to borrow for home use. Patrons will be able to check the Public Access Computers located in this area if they are unable to find what they are looking for by browsing through the AV Collection.

A portion of the AV materials will be displayed face-out and marketed as part of the library's popular library role.

Collections

Adult Audio-Visual Collection

Relationships

The AV Collection should be highly visible, and just off the main traffic path in the Library. The AV Collection Area should be visible from the Children's Reading Area and within view of the New Book Display and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

CLOSE:

Adult Seating Area
Teens Collection & Seating

PROXIMITY:

Circulation Desk
Library Entrance & Lobby
Public Access Computers

Flexibility

This area may need to be expanded in the future as the collections grow. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable in this space and east and west facing windows must be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access

The AV Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable

intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent audio-visual stations are readily accessible, a minimum of 5%, but no less than one, of all stations will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This space will be noisy because of its heavy use and its proximity to the Reference Desk. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep noise generated in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in audio-visual areas.

Illumination

Provide 30 foot candles vertically at 30" above the floor in AV display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials. Consider use of neon for signage and added visual interest.

Telecommunications

Provide one single data drop (jack) for every audio-visual enabled carrel. Outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. If there is additional audio-visual equipment, additional power receptacles will be required.

Provide underground duct system to meet opening day and future needs. All conduit should be of rigid metal construction.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the worksurface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Circulation Desk. Sight lines from the Reference Desk to the AV Collection Area should not be obstructed.

Signage

Any major area directional and identification signs must be visible from the Public Entrance, OPAC (Express Stations) Area, and Circulation Desk. Directional signage, if any, such as "AV Collections", must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage such as "AV Collections" must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," "CDs," "DVDs," and "Audio Books". A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, and restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week").

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1	18	18
3'W x 24"D unit w/end panels			
405 Audio Book Cassette			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	2	18	36
3'W x 24"D unit w/end panels			
582 Video Cassette			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1	18	18
3'W x 24"D unit w/end panels			
248 DVD			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1	18	18
3'W x 24"D unit w/end panels			
168 CD-ROM			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1	18	18
3'W x 24"D unit w/end panels			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
560 Audio Compact Disc (CD)			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**1**	**18**	**18**
3'W x 24"D unit w/end panels			
195 Audio Cassette			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**1**	**18**	**18**
3'W x 24"D unit w/end panels			
364 Audio Book CD (CD ROM)			

Description of Furniture & Equipment Units

FUNCTIONAL ACTIVITY

The primary function of the Adult Fiction Collection is to house the heart of the library's "popular library." It may be organized by fiction books and genre books; i.e., westerns, science fiction, mysteries and romance novels. The Fiction Collection will be placed on the shelves and the genre books may be shelved in separate collections, with all books arranged on the shelves alphabetically by author's last name.

Reference librarians may act as reader's advisors, but in general, the Fiction Collection is a browsing, self-service collection.

SPATIAL RELATIONSHIPS

The Adult Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Adult Fiction Collection after passing through the security gates and the New Book Display Area.

CLOSE:
>> Adult Seating Area
>> Audio-Visual Collections
>> Circulation Services
>> Teen Seating Area

PROXIMITY:
>> Adult New Books Display
>> Library Entrance
>> Reference Desk
>> Non-Fiction Collection

DIVISION SPACE SUMMARY	Sq. Ft.
Adult Fiction Collection	216
TOTAL:	**216**

Functional Activity

Patrons will enter this space and look for specific authors and then will often sit down to read the book jacket or the first few pages to see if they are interested in the book. They may do this several times during a visit to the library before selecting a book.

Collections

Adult Fiction Collection, including various genre sub-collections.

Relationships

The Adult Fiction Collection should be located toward the front of the library for easy adult access, with proximity to the Reference Desk or Circulation Desk and the main entrance to the library. The Fiction Collection should also be in proximity to the New Book Display Area and the AV Collection and Adult Seating Area. Reference staff will provide reader's advisory assistance to patrons from the Reference Desk.

The paperbacks and genre books should be highly visible and accessible, since these are high use collections.

CLOSE:

>> Adult Seating Area
>> Audio-Visual Collections
>> Circulation Services
>> Teen Seating Area

PROXIMITY:

>> Adult New Books Display
>> Library Entrance
>> Reference Desk
>> Non-Fiction Collection

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:
>> Acoustical tile

WALLS:
>> Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
>> Fabric wall covering; Corner guards for columns and walls; Hanging track;
>> Vinyl or carpet cove base

FLOOR:
>> Anti-static carpet tile or heavy weight commercial anti-static carpet
>> with enhanced backing (No carpet pad permitted); Vinyl or tile floor
>> around any water fountains

Access

The Adult Fiction Collection Area must be accessible by means of a 36" minimum aisle. The

accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the Reference Desk. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the

fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

One single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Provide underground duct system to meet opening day and future needs. All conduit should be of rigid metal construction.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Fiction Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Electrical and telecommunication conduits will be installed for possible security system use in the future.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, OPAC (Express Stations) Area, and Reference Area. This directional signage such as "Fiction" must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound", "No Cell Phones"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Electrical
See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	3	18	54
3'W x 24"D unit w/end panels			
1885 Paperbacks			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1	18	18
3'W x 24"D unit w/end panels			
113 Short Stories			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**1**	**18**	**18**
3'W x 24"D unit w/end panels			
113 Westerns			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**1**	**18**	**18**
3'W x 24"D unit w/end panels			
225 Science Fiction & Fantasy			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**1**	**18**	**18**
3'W x 24"D unit w/end panels			
325 Mysteries			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**5**	**18**	**90**
3'W x 24"D unit w/end panels			
1496 Fiction			

Description of Furniture & Equipment Units

7.3.3. ADULT NEW BOOKS   48 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of this area is for the display of new books, topical displays, and other portions of the popular library as appropriate. The Adult New Book Display Area will provide an attractive display of recent library acquisitions in a comfortable setting.

SPATIAL RELATIONSHIPS

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Reading Area, and then return to the Adult New Books Display Area to select books for themselves.

Patrons may enter the library and browse in the Adult New Book Display Area, go on to the Fiction Collection or the AV Collection to select additional materials, and return to the Circulation Desk before leaving the library. For this reason, it is advantageous to have the Adult New Book Display Area close to the Fiction Collection.

ADJACENT:
>   Circulation Desk

CLOSE:
>   Library Entrance
>   Public Access Computers

PROXIMITY:
>   Audio-Visual Collection
>   Fiction Collection

DIVISION SPACE SUMMARY	Sq. Ft.
New Book Display	48
TOTAL:	48

New Book Display
48 Sq. Ft.

Functional Activity

This area houses new library books, some of which will be displayed face-out to increase their visibility and appeal to patrons. Many patrons will enter this area and browse while standing, but occasionally they will want to sit for brief periods to examine a book more closely. Overall, this area should have the appearance and feel of a retail space and the shelving which houses the books should be attractive display units.

Relationships

The New Book Display Area should be highly visible, and just off the main traffic path in the library. It should be visible from the AV Collection and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:
> Circulation Desk

CLOSE:
> Library Entrance
> Public Access Computers

PROXIMITY:
> Audio-Visual Collection
> Fiction Collection

Flexibility

This area may need to be expanded in the future, but it would not be a large increase in space. Flexibility should be a goal.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:
> Acoustical tile

WALLS:
> Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
> Fabric wall covering; Corner guards for columns and walls; Hanging track;
> Vinyl or carpet cove base

FLOOR:
> Anti-static carpet tile or heavy weight commercial anti-static carpet
> with enhanced backing (No carpet pad permitted); Vinyl or tile floor
> around any water fountains

Access

The New Book Display Area will be accessible by means of a 36" aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This area will be fairly noisy because of its heavy use and its proximity to the Circulation Desk. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep the noise in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for reading or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

Illumination

Provide 30 foot candles vertically at 30" above the floor in book display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. The use of accent lighting is encouraged to help draw patrons to this area. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the Public Access Computers locations.

Provide underground duct system to meet opening day and future needs. All conduit should be of rigid metal construction.

Provide one single data drop (jack) for every network enabled carrel or reader seat. Outlets can be wall-mounted at 6" above the carrel work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Security

This area will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation Desk to the Adult New Book Display Area should not be obstructed.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC (Express Stations) Area, and Circulation Desk. Directional signs such as "New Books" or "Browsing Area" must be wall-mounted or ceiling hung at least

80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage such as "New Books" or "Browsing Area" must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "New Books Circulate for One Week"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	2	12	24
3'W x 12"D unit w/end panels			
36 New Books (Face Out)			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	2	12	24
3'W x 12"D unit w/end panels			
336 New Books			

Description of Furniture & Equipment Units

7.3.4 ADULT PERIODICALS   282 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of this division is to provide public access to periodicals (magazines, newspapers and other publications of a serial nature). The library's current magazines and newspapers will typically be housed on hinged slanted display shelving with back issues stored on a flat shelf underneath.

SPATIAL RELATIONSHIPS

In some libraries, the Periodicals Collection Area is near the front of the library close to the new books or part of the Browsing Area. The Current Magazine and Newspaper Area can be located anywhere in the adult library as long as the public can find it easily and the space is relatively quiet. Access to the Circulation Area and to the Copy Area is required.

PROXIMITY:
   Adult New Books Display
   Circulation Services
   Copy Area

DIVISION SPACE SUMMARY	Sq. Ft.
Adult Magazines & Newspapers	282
TOTAL:	**282**

A *Libris DESIGN* Building Program   Harbor Gateway-Harbor City Branch: LAPL

Report Printed on: 3/26/03   **Page 7-29**

Adult Magazines & Newspapers

282 Sq. Ft.

Functional Activity

Library patrons will browse and read current magazines and newspapers in this space which is sometimes referred to as the library's "living room." The space should be comfortable and inviting for relatively long stays. Current magazines and newspapers will be displayed face out on sloped shelves.

Occupancy

READER SEATS: 6
TECHNOLOGY WORKSTATIONS: 0

Relationships

The location of the Adult Magazines and Newspaper Display Area is flexible. While some staff and patrons prefer it near the high use browsing collections, others prefer it to be more removed from the heavy traffic near the Library Entrance. This space, the "living room" of the library, should be a relaxing environment where patrons can read magazines and newspapers at their leisure. Wherever it is located, it will be advantageous if the staff at the Circulation Desk can provide supervision and assistance as needed.

PROXIMITY:
> Circulation Desk
> Copy Area

Flexibility

This area may need to be expanded, reduced or converted to PC usage. There is a higher probability of change in this area than in many others, so flexibility is an absolute requirement.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:
> Acoustical tile

WALLS:
> Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
> Fabric wall covering; Corner guards for columns and walls; Hanging track;
> Vinyl or carpet cove base

FLOOR:
> Anti-static carpet tile or heavy weight commercial anti-static carpet
> with enhanced backing (No carpet pad permitted); Vinyl or tile floor
> around any water fountains

Access

The Current Magazine and Newspaper Display and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Current periodicals must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Shelving units should be no higher than 66" inches, or three sloped display shelves, high. Range and side aisles in magazine display areas must be a minimum of 44" wide.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be moderately noisy. The Periodicals Collection Area is frequently used by both adult patrons looking for quiet space to read and young adults and students in search of school report materials. Both patrons and librarians will be grateful for any reduction in noise provided by acoustical finishes and design. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor on the periodical shelving. Lighting must be evenly distributed from one end of a range to the other and from the top to the bottom of the shelving unit. Provide non-glare and shadowless light for an even distribution of light on magazine covers.

Provide a minimum of 30 to 40 foot candles of ambient light supplemented with floor lamp or table lamp task lighting for a softer lighting quality. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per seat for network enabled tables or carrels. Provide network connectivity to at least one half of the tables and carrels in this area for laptop use. The outlets can be wall-mounted at 15" above the finished floor or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every two data drops provided.

Provide underground duct system to meet opening day and future needs. All conduit should be of rigid metal construction.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Security

The Periodical Collection will be supervised by the staff at the Circulation Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby and Circulation Desk. Directional signs such as "Current Periodicals" or " Magazine Reading Room" must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage such as " Periodicals" must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as " Newspapers," and "Magazines." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "Magazines Do Not Circulate"), and donor recognition plaques.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 90"H Steel Shelving W/ 5 Shelves	1	12	12
3'W x 12"D unit w/end panels			
4 Current Newspapers			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	4	12	48
3'W x 12"D unit w/end panels			
76 Current Magazines			
Description of Furniture & Equipment Units			
Chair, Lounge	6	35	210
36"w x 36"d			
Table, Drum	1	12	12
24"diameter x 15" - 24"h			

7.3.5 ADULT SEATING AREA   1,290 Sq. Ft.

FUNCTIONAL ACTIVITY

This space contains adult patron seating for reading and study.

Bookstacks and/or furniture and equipment should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought.

SPATIAL RELATIONSHIPS

The Adult Seating Area should be suitable and convenient for adults, while providing seating space for overflow from Teen Seating when needed.

ADJACENT:

> Adult Fiction Collection
> Adult Lounge Seating
> Adult Non-Fiction Collection
> Public Access Computers
> Reference Desk
> Reference Collection

NEAR:

> AV Collection
> Copy Area

DIVISION SPACE SUMMARY	Sq. Ft.
Adult Seating Area	1,290
TOTAL:	**1,290**

Adult Seating Area

1,290 Sq. Ft.

Functional Activity

This space contains adult patron seating for reading and study.

Bookstacks and/or furniture and equipment should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought.

Occupancy

READERS' SEATS: 24
TECHNOLOGY WORKSTATIONS: 10
LOUNGE SEATS: 6

Another twenty patrons may be browsing in the stacks.

Collections

The Adult Fiction and Non-Fiction Collections are located in adjacent areas.

Relationships

ADJACENT:

> Adult Fiction Collection
> Adult Lounge Seating
> Adult Non-Fiction Collection
> Public Access Computers
> Reference Desk
> Reference Collection

NEAR:

> AV Collection
> Copy Area

Flexibility

This area may need to be expanded in the future as the collections grow. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is desirable in this space, east and west facing windows must be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:
> ACOUSTICAL TILE

WALLS:
> PAINT (LATEX SEMI-GLOSS RECOMMENDED); SISAL, VINYL, OR
> FABRIC WALL COVERING; CORNER GUARDS FOR COLUMNS AND WALLS;
HANGING TRACK;
> VINYL OR CARPET COVE BASE

FLOOR:
> ANTI-STATIC CARPET TILE OR HEAVY WEIGHT COMMERCIAL ANTI-STATIC
CARPET
> WITH ENHANCED BACKING (NO CARPET PAD PERMITTED); VINYL OR TILE
FLOOR

Access

The Adult Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent audio-visual stations are readily accessible, a minimum of 5%, but no less than one, of all stations will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This space will be noisy because of its proximity to the Reference Desk. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep noise generated in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in seating areas.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for

reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Provide underground duct system to meet opening day and future needs. All conduit should be of rigid metal construction.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Reference Desk. Sight lines from the Circulation Desk to the Adult Seating Area should not be obstructed

Signage

Any required major area directional and identification must be visible from the Public Entrance, OPAC (Express Stations) Area, and Circulation Desk. Directional signs, if any, must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage, such as "Reader Seating", must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs, and donor recognition plaques.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
ADA Alternate Keyboard	1	0	0
20"w x 13"d x 1.5"h			
ADA Alternate Mouse/ Trackball	1	0	0
ADA Screen Magnifier Attachment	1	0	0
Attaches to monitor			
ADA Touch Screen Monitor	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Attaches to the monitor			
Chair, Lounge	6	35	210
36"w x 36"d			
Chair, Reader's	24	0	0
21"w x 21"d			
Chair, Technology Workstation Task	10	0	0
Low back mid-quality with casters 25"w x 25"d			
Computer, Public Desktop	10	0	0
CPU, w/ monitor, keyboard & mouse			
Table, Coffee	2	45	90
30"w x 30"d x 17"h			
Table, Reader's	6	90	540
72"w x 36"d x 29"h (4 Person)			
Technology Carrel	9	45	405
51"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Carrel, Adjustable (Electrical) Height	1	45	45
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			

7.3.6 CHILDREN'S READING AREA   2,123 Sq. Ft.

FUNCTIONAL ACTIVITY

This is a distinct space in the library designated for use by children, who can browse through the picture books and other materials for children, and participate in programs. A part of this area may be articulated by shelving for preschool materials and storytelling area. Special attention should be given to provide wall displays, distinctive carpeting and color treatment.

The primary function of the Children's Library is to provide library materials and programs for children up to 12 years of age. This area must be exciting and interesting to young children. The children's staff provides guidance in the choice of books and AV materials, presents story hours and programs, and prepares craft activities.

The architect and interior designer are encouraged to develop a motif from children's literature that will spark the imagination of the children using the library. The Children's Library is not just a scaled down adult library, nor is it desirable to have children view it as a romper room. The Children's Library should encourage children to have fun by developing an interest in books, reading, and information seeking skills.

SPATIAL RELATIONSHIPS

Children should have easy access to the Children's Library from the Library Entrance. The Children's Library should be close to the Reference Desk.

ADJACENT:
> Reference Desk

CLOSE:
> Children's Audio-Visual Collection

AWAY:
> Teen Seating Area

DIVISION SPACE SUMMARY	Sq. Ft.
Children's Audio-Visual Collection	126
Children's Collection & Seating	1,589
Preschoolers' Reading Area	258
Storytelling Area	150
TOTAL:	**2,123**

Functional Activity

The primary function of the Children's Audio-Visual Collection is to provide library patrons with access to a variety of audio-visual collections such as audio books, audio cassettes, video cassettes, audio compact discs, audio book compact discs, CD-ROMs, DVDs and other emerging AV formats.

Library patrons will enter the Audio-Visual Collection and browse attractively displayed media shelving units.

Relationships

Patrons will enter the Children's Audio-Visual Collection from the Adult Seating Area or from the Reference Desk area after passing by the Circulation Desk. The Children's Audio-Visual Collection should be very close to the Children's Seating Area. The Children's Audio-Visual Collection should be withnin or adjacent to the Children's Reading Area so that children can easily use the collection.

CLOSE:

  Children's Reading Area
  Reference Desk
PROXIMITY:

  Circulation Services
  Library Entrance

Flexibility

This area may need to be expanded in the future as the collections grow. To that end, flexibility should be a goal, and a potential expansion plan would be wise

Fenestration

Natural light is not desirable in this space and east and west facing windows must be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

  Acoustical tile
WALLS:

  Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
  Fabric wall covering; Corner guards for columns and walls; Hanging track;
  Vinyl or carpet cove base
FLOOR:

  Anti-static carpet tile or heavy weight commercial anti-static carpet
  with enhanced backing (No carpet pad permitted); Vinyl or tile floor
  around any water fountains

Access

The AV Collection must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent audio-visual stations are readily accessible, a minimum of 5%, but no less than one, of all stations will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This space will be noisy because of its heavy use and its proximity to the Reference Desk. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep noise generated in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in audio-visual areas.

Illumination

Provide 30 foot candles vertically at 30" above the floor in AV display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials. Consider use of neon for signage and added visual interest.

Security

This area will be supervised by the staff at the Reference Desk. Sight lines from the Circulation Desk to the AV Collection Area should not be obstructed.

Signage

Required signage includes major area directional and identification sign which can be seen from the Public Entrance, OPAC(Express Stations) Area, and Circulation Desk. Directional signs such as "AV Collections" must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a

matte, eggshell, or other non-glare finish. Permanent room identification signage "AV Collections" must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as " Videos," "Cassettes," "CDs," "DVDs," and "Audio Books". A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	18	18
3'W x 24"D unit w/end panels & canopy top			
30 Video Cassette			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	18	18
3'W x 24"D unit w/end panels & canopy top			
12 DVD			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	18	18
3'W x 24"D unit w/end panels & canopy top			
170 Video Cassette			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	18	18
3'W x 24"D unit w/end panels & canopy top			
100 DVD			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	18	18
3'W x 24"D unit w/end panels & canopy top			
240 Audio Compact Disc (CD)			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	18	18
3'W x 24"D unit w/end panels & canopy top			
55 Audio Cassette			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	18	18
3'W x 24"D unit w/end panels & canopy top			
115 Audio Book Cassette			

Description of Furniture & Equipment Units

Functional Activity

This area of the Children's Library houses the print collections for older children (ages 7 - 12). The collections consist of fiction books, Newbery Award books, story books, magazines, and non-fiction books. There is seating for older children to read and study. The library staff will assist by finding books on specific subjects or at appropriate reading levels. Since these children are old enough to begin searching for their own materials, they may locate the materials in the stacks by themselves.

The Children's Public Access Computers will provide children and their parents with access to On-line Public Access Catalog (OPAC) functions and access to selected electronic resources. They will be able to access the on-line catalog, databases, other electronic information sources, and the Internet from these stations. Carrels or counters must be large enough to accommodate items such as backpacks, jackets, and other personal belongings.

This will be a high traffic area, especially when school is not in session. Staff will not be permanently assigned to this area but a maximum of two staff members may be assisting patrons at any one time.

Occupancy

CHILDREN'S LOUNGE SEATS: 0
CHILDREN'S READER SEATS: 24
TECHNOLOGY SEATS: 13

Relationships

This space should be visible from the Children's Entrance, but it may be somewhat removed from the front of the Children's Library simply because of its size. It should be in the proximity of the Homework Center since students in the Homework Center will use materials in the Juvenile Collection.

The public access computers should be located just inside the entrance area to the Children's Library so that it is visible to children and their parents as soon as they enter the Children's Library. It should be in the proximity of the Reference Desk, so that the staff can assist children using the on-line catalog. It should be positioned equally distant from the Children's and Juvenile Collection so patrons can easily locate items they have found in the catalog in either collection.

CLOSE:
            Reference Collection
            Reference Desk
PROXIMITY:
             Children's Entrance (Interior)
             Computer Training Center

Flexibility

This area may need to be expanded in the future as the community needs and technology change. To that end, flexibility should be a goal, while a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable for reader seating, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

However, for the public access computers, natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows,

and roller shades or other light control devices may be required.

Finishes

This space should be designed to appeal to older children who are too old for the Teen's Library, but not yet ready for the Young Adult Collection. The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:
> Acoustical tile

WALLS:
> Vinyl or Fabric with tackable acoustical panels for sound absorption;
> Hanging track; Vinyl or carpet cove base

FLOOR:
> Anti-static carpet tile or heavy weight commercial carpet with
> enhanced backing (No carpet pad permitted); Tile or vinyl around
> any water fountains

Access

The Children's Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principal access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements outlined in the Signage Space Detail.

Acoustics

This may be a noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid

dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in Children's Public Access Computers Area.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the Public Access Computer and printer locations with additional outlets provided for future growth.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Provide underground duct system to meet opening day and future needs. All conduit should be of rigid metal construction.

Security

This area will be supervised by staff at the Circulation Desk. Sight lines from the Circulation to this area should not be obstructed. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Electrical and telecommunication conduits will be provided for possible future security system use.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby, Children's Library entrance area, Children's Public Access Computers Area, and Children's Reference Area. Directional signs such as "Children's Collections" and "Children's Computers" must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage such as "Juvenile Collections" must be wall-mounted on the latch side of any door or entrance at least 60" above the finished floor and shall be 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as " Juvenile Biography," "Juvenile Non-Fiction," and "Juvenile Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	4	18	72
3'W x 24"D unit w/end panels & canopy top			
2310 Juvenile Spanish Language			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	2	18	36
3'W x 24"D unit w/end panels & canopy top			
780 Children's Paperbacks			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	18	18	324
3'W x 24"D unit w/end panels & canopy top			
6798 Juvenile Non-Fiction			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	6	18	108
3'W x 24"D unit w/end panels & canopy top			
2112 Juvenile Fiction			
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves	2	12	24
3'W x 12"D unit w/end panels & canopy top			
15 Children's Current Magazines			
Description of Furniture & Equipment Units			
Chair, Juvenile	24	0	0
16"w x 16"d x 16-18"h			
Chair, Technology Workstation Task	13	0	0
Low back mid-quality with casters 25"w x 25"d			
Computer, Public Desktop	13	0	0
CPU, w/ monitor, keyboard & mouse			
Table, Juvenile	6	80	480
48" diameter x 27"h (4 Person)			
Technology Carrel	8	40	320
41"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Carrel, Adjustable (Manual) Height	5	45	225
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			

7.3.6.3 Preschoolers' Reading Area

258 Sq. Ft.

Functional Activity

This area of the Children's Library houses the print collections for pre-school children. The collections consist primarily of picture books, easy readers, and award winning books. There will also be space for seating for children and their parents. Young children will select reading materials with the assistance of their parents and library staff. Parents will frequently sit down and read books with or to their children. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels.

This area can also accommodate the storytelling area. Consider providing built-in benches where intimate activities with groups of children can take place, as puppet shows, storytelling, etc. with good acoustics to avoid echoing and noise magnification within the space and into the library at large.

Occupancy

CHILDREN'S READER SEATS: 8

Relationships

The Preschooler's Reading Area needs to be close to the Reference Desk so that staff can supervise the area and assist young children.

ADJACENT:
>   Easy Readers' Collection
>   Picture Book Collection

CLOSE:
>   Reference Desk

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

This space should be colorful and playful and should be designed around a theme that is appealing to young children. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING:
>   Acoustical tile

WALLS:
>   Vinyl or Fabric with tackable panels for sound absorption; Vinyl or
>   carpet cove base; Hanging track

FLOOR:
>   Anti-static carpet tile or heavy weight commercial carpet with
>   enhanced backing (No carpet pad permitted); Tile or vinyl around any
>   water fountains

Access

The Preschooler's Reading Area must be accessible by means of a 36" minimum aisle. The

accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer.   If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements outlined in the Signage Space Detail.

Acoustics

This may be a highly noisy area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Provide underground duct system to meet opening day and future needs. All conduit should be of rigid metal construction.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Reference Desk. Sight lines from the Circulation Area to the Children's Collection and Seating Area should not be obstructed.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Children's Entrance, OPAC (Express Stations) Area, and Reference Area. Directional signs such as "Picture Books" must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage such as "Children's Collections"must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for other major collection categories, such as "Easy Readers," and "Award Winners." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Quiet Please"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	**5**	**18**	**90**
3'W x 24"D unit w/end panels & canopy top			
1700 Children's Picture Books			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	**1**	**18**	**18**
3'W x 24"D unit w/end panels & canopy top			
240 Children's Easy Readers			
<u>Description of Furniture & Equipment Units</u>			
Chair, Child's	**8**	**0**	**0**
14"w x 13"d x 10-16"h			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

7.3.6.4 Storytelling Area
150 Sq. Ft.

Functional Activity

This area will provide space for many different kinds of activities and programs including story hour presentations, puppet shows, audio-visual programs and arts and crafts activities. Generally, children will sit in a semi-circle with library staff making a presentation, or a projection screen or TV monitor will be the focus of their attention. At other times, tables will be set up for children to participate in projects. Staff will work closely with children during activities and presentations; otherwise the space should be open for additional seating so that children may read unattended, but still be under the supervision of the library's staff and their parents.

Occupancy

CHILDREN'S READER SEATS: 0
CHILDREN'S FLOOR SEATS: 30

Relationships

The Storytelling Area should be within sight of the Reference Desk and close to the Children's Collection and Seating Area.

CLOSE:
> Children's Collection & Seating

PROXIMITY:
> Reference Desk

Flexibility

The area should be flexible, with a stage and theatre-like appearance which is conducive to the use of the space. The space may be built up (but not down into a pit which greatly limits future flexibility) to provide steps upon which children may sit as long as the area can still accommodate tables setup for craft sessions. The space may be enclosed if a window view of the interior of the room is provided, or it may be separated from the rest of the Children's Library by a folding partition door or curtain during program times.

Fenestration

Natural light is not required.

Finishes

This space presents an opportunity for the architect and interior designer to provide a special atmosphere for children. Since it will be the focus of many group activities and will be used by many children in the community, it should create a positive, fun and lasting impression. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, colorful, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injuries to children, there should be no sharp corners or edges.

CEILING:
> Acoustical tile

WALLS:
> Vinyl or Fabric with tackable acoustical panels for sound absorption and display; Vinyl or carpet cove base

FLOOR:
> Anti-static carpet tile or Vinyl tile; Game rug

Access

The Storytelling Area will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor.

Thresholds cannot exceed ½" in height. Accessible seating locations, with an equal view and a companion location, must be available and the use of stepped seating can not preclude universal access.

Portable assistive listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of a listening system.

Acoustics

This will be a noisy area and must be buffered from the rest of the Children's Library to the extent possible. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. A white noise or sound masking system may be required to provide an appropriate environment for programs or presentations.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in program area.

Illumination

Light levels of 50 foot candles at table tops are preferred, but at least 30 to 40 foot candles must be maintained. Wall washers around the perimeter of the room can also be used to highlight artwork displayed on the walls. A spot lighting system will allow flexible highlighting of the stage/story teller's position. Non-glare producing lighting is necessary since this area may be occasionally used for computer purposes.

All lighting must be controlled at any puppet stage/story teller's position. The program area lights may be controlled with regular toggle switches, but there should also be some lighting which is dimmable so that the lamps may be dimmed during programs which may require darkness. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the audiovisual presentation location; and one standard quad communications outlet (two voice and two data) co-located with associated power at the wall 6" above any perimeter counters or 15" above the finished floor at a table location to support a phone or supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Children's Program Area. See also Audio-Visual Space Detail.

Security

This area will be supervised by staff at the Reference Desk. Sight lines from the Circulation Area to this area should not be obstructed.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Children's Entrance, and Children's Collection and Seating Area. Directional signs such as "

Story Telling" must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage such as "Story Area" must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs and maximum occupancy load signs, and may include restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Story Hours on Wednesday"), and donor recognition plaques.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Child's Stacking	30	5	150
14"w x 14"d			
Clock	1	0	0
Wall-mounted			

7.3.7 CIRCULATION SERVICES   2,042 Sq. Ft.

FUNCTIONAL ACTIVITY

This division provides space for the Circulation Desk, Staff Work Room, Senior Librarian's Office, Staff Lounge, Staff Rest Room, Communications Room, and Storage Room.

The primary public service function of this division is to efficiently handle the circulation of the library's book, magazine and audio-visual collections. This includes the following tasks:

1. Library patrons checking-out library materials at the Circulation Desk
   and self checkout units.
2. Library staff checking the materials back in.
3. Library staff sorting the various materials.
4. Library staff reshelving the collections in their proper locations.
5. Routine business transactions including registration,
   payment of fines and fees, holds and reserves, etc.

Careful attention must be given to the workflow in the Division. It is critical to the operation of the library that the process of circulating library materials works smoothly and efficiently. Poor organization will result in significant increases in operational costs that will negatively impact the library's operating budget every year the building is in use.

SPATIAL RELATIONSHIPS

The Circulation Services Division should be centrally located where all library patrons must pass through its public areas when entering or exiting the library building.

ADJACENT:
> Library Entrance

CLOSE:
> Adult New Book Display

PROXIMITY:
> Audio-Visual Collections
> Children's Library
> Fiction Collection
> Multipurpose Meeting Room
> Non-Fiction Collection
> Periodicals Collection
> Reference Desk
> Teen Seating

DIVISION SPACE SUMMARY	Sq. Ft.
Book Drop (Adjacent to Lobby)	20
Circulation Desk	563
Communications Room	100
Copy Area	50
Mechanical Equipment Room	N/A
OPAC (Express Stations) Area	80
Rest Room - Staff	N/A

Senior Librarian's Office	148
Staff Lounge	248
Storage Room for Workroom	96
Workroom	737
TOTAL:	**2,042**

Functional Activity

The Book Drop is an area where library materials will be deposited by patrons. Library materials will be returned through a slot in the exterior wall and fall into a depressible book bin. Library staff will periodically unload these bins and the materials will be placed on book trucks and taken to the circulation check-in stations in the Staff Workroom or at the Circulation Desk.

Provide a separately enclosed, fire-retardant book drop room with a separate sprinkler as an integral part of the building. Book Drop chute should be located near the building entrance. Specify Kingsley 0105 In Wall Book Return. Preferably, the book drop room will open into the Work Room or the Circulation Desk Area so that staff can clear the books from the cart easily throughout the day. If not, then the space should be located as conveniently as practical to the Circulation Desk Area and/or the Work Room.

Since book and AV drops must be accessible to the disabled, care must be taken in the coordination of the heights of these exterior slots and the height of the interior bins to make sure the two are compatible. Care should be given in coordinating the mandated ADA height of the book drop opening on the outside with the receiving cart inside. Book drop chute and receiving cart are to be part of the construction contract. The ADA requirement regarding the height of the book drop has severely impacted the capacity of the receiving cart. Provide an adjustable receiving cart for 300 volumes. Cart should have the a float tray with foam padding.

The Book Drop room should be as small as possible.

Occupancy

One staff member will enter theBook Drop room to remove returned materials from the bin.

Relationships

The Book Drop must be adjacent to the Lobby of the building and/or the outside near the front entrance. The Book Drop must be close to the Circulation Desk and the Staff Workroom. Patrons should be able to deposit library materials into this room from the lobby or from the exterior of the building for after hours return.

For patron convenience, a separate set of exterior book and AV return units (preferably with driver's side drop off) may be included in the parking lot. These exterior units should be relatively close to an entrance to the library on a relatively flat path, so that staff can unload library materials and push book carts to the Staff Workroom.

ADJACENT:
> Public Entrance & Lobby

CLOSE:
> Staff Workroom
> Circulation Desk

AWAY:
> Multipurpose Meeting Room (acoustical reasons)
> All study and reading areas (acoustical reasons)

Flexibility

It is unlikely that the function of this space will change or that the room will need to be expanded.

Fenestration

No windows required.

Finishes

The floor finishes must be durable, non-slip and as maintenance free as possible. Corner guards are required.

CEILING:
> Acoustical

WALLS:
> Paint

FLOOR:
> Low profile anti-static carpet; Sheet vinyl; or Vinyl tile, with no threshold between the Book Drop and the check-in stations

Access

Access to the drop slot must meet accessibility requirements for a front or side reach, recommended at not higher than 48" above finished floor. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since the access area outside the Book Drop will be quite noisy because of patrons walking and talking, every effort should be made to absorb sound generated at this location and to keep it from spreading into the library. The walls of the Book Drop need to be well insulated since the sound of books and AV materials falling through the drop slot into the bins will be very distracting to nearby patrons and staff.

HVAC

Since flammable materials are occasionally introduced into book returns, care must be taken to make certain that the smoke produced cannot enter the main HVAC system and spread throughout the library building.

Illumination

The interior of the materials drop needs approximately 30 foot candles of light primarily over the bins. However, the drop slots on the exterior should be highlighted with 50 foot candles or more to attract patrons to them. Exterior drops will need bright and vandal resistant lighting for security.

Telecommunications

If there is a work counter in this room, provide a minimum of one standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 6" above the counter, distributed at every 4' of work counter.

Security

This room will be supervised by staff at the Circulation Desk. There needs to be a clear line of sight from the desk to any main drop slots inside the library's security system. All drop slots must be lockable. If drop slots are accessible from outside the building or from the lobby so that materials can be deposited after hours, the Book Drop must be an enclosed fire rated room with a smoke detector and sprinkler head in case of the introduction of flammable material into the drops.

Signage

Signage should may include permanent room identification signs such as "Materials Return" and "Audio-Visual Return" wall-mounted on the right side of the drop slot with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Electrical

 See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Book Bin, Depressible	**1**	**20**	**20**

7.3.7.2 Circulation Desk   563 Sq. Ft.

This area will serve as the traffic center of the library. Books will be checked out and returned and library cards will be issued at the Circulation Desk.

Provide shelving for 1,000 volumes at the circulation desk for books placed on "hold" by patrons.

Provide an appropriate built-in counter for the installation of a self-service checkout unit. This unit will allow the public to check out library materials on their own. It does not have to be at the Circulation Desk, only near the Desk. The counter depth should be 40" deep.

Provide 4 standing height computer workstations for the public, adjacent to the circulation area so that the public can use them to check the catalogs quickly.

CIRCULATION DESK
The Circulation Desk is the first and last public service point in the library. It must present a well-organized, business-like appearance and provide an efficient work area for checking-out library materials. Library patrons bring their materials to the desk and place them on the service counter for staff to process. Once the checkout function is completed, staff return the materials to the patron.

One large circulation desk with three computer workstations. Each workstation needs 4 electrical outlets, 2 data outlets and one voice outlet. See Attachment S.

Most of the circulation desk is a standing height desk (39"), with pencil drawers, a file drawer, and open shelf spaces for equipment and books. Provide a segment 29" in height to meet the ADA requirements.

There should be two computer workstations at the standing height portion for checking in and out. A third workstation may be located at the low portion of the desk. Provide 2.5 inch-wide grommets to access power/data outlets and low equipment screens to keep unsightly wires out from view. (See Attachment A-I.)

Include in the Specifications two 3M Model 995 Staff Workstations. This unit, when hooked to the library system's computer, enables the staff to control the circulation of library materials to the public. (See Attachment N.)

Provide a book return slot, preferably on the face of the Circulation Desk, to accept returned books from people who do not want to wait in line to return them. Provide a receiving cart to hold the returned books. Kingsley 0240 or 0230 Book Receiving Cart should fit under the 39" high desk. Please be sure that the cart fits totally under and within the counter. Library Department prefers the 0240 as it has a larger capacity. The dimensions for the 0240 are 29" h x 25" w x 25" d, whereas the 0230 is 30" h x 19" w x 19" d.   Match the bottom of the slot to the top of the cart.

The Library Department's automated circulation system allows the public to place their own reserves on books that are out in circulation as well as books available at other LAPL locations. Hence there is a great demand for shelf space to house all the reserved books that are awaiting pick-up. Provide shelving for a minimum of 1,000 books at the Circulation Desk Area. Assuming each linear foot will hold 15 volumes, 68 linear feet of shelves will be needed here. Make use of as much of the dead space as possible to provide shelving/storage.

Please provide adequate space on top of the counter for the following equipment:

3M Model 995 (2 locations)
Two computers (2 locations)
Date-due receipt printer (2 locations)
Telephone (2 locations)
Cash register (1 location)
One computer (at the sitting height section)
One receiving cart (under counter)

Staff members working behind the Circulation Desk need the following within easy reach:

Two drafting stools, and one side chair
Two book trucks

Provide a counter somewhere in the Circulation Area for a Self-Check System. Include electrical/data outlets. Provide a 3M Self Check System Model #6210 (See Attachment U.) as part of the construction contract.

The Circulation Desk must be of sufficient depth and length to accommodate all of the necessary circulation equipment and any cash registers, telephones, printers, or security equipment on the desktop. The area under the desk should provide sufficient knee space for each staff workstation while allowing additional under-counter space for storage, book bins, and shelves for equipment that is not located on the desktop.

In addition to checking-out materials, library patrons will be able to pick up materials that are being held for them on reserve, register for library cards, and complete routine business transactions such as the payment of fines and fees. Library patrons will also be able to use self checkout machines in this area.

There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods. This can be accomplished through the use of portable traffic control posts, different floor materials, or a different color or type of carpet. Patrons standing in this line should not impede access for other library patrons entering or exiting the library; i.e., there must be enough room in front of the desk so that there is no bottleneck when a line forms.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 3 (Circulation Desk)
PATRONS: 6 (queuing area)
SELF CHECK WORKSTATION: 1 (public)
PUBLIC ACCESS COMPUTER WORKSTATIONS: 4

Relationships

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but out of the traffic flow. For supervision, the library staff at the Circulation Desk should have good sight lines and easy access to the security system gates and the entrance to the Public Rest Rooms.

The Circulation Desk should be adjacent to the Staff Workroom and, if possible, the Branch Manager's Office, and close to Book Drop and the Copy Center. Further, it should be close to the Adult and Children's Reference Desk. It must also be close to the Self Check units and New Book Display.

ADJACENT:
                Public Entrance & Lobby

CLOSE:

Staff Workroom

Book Drop
Branch Manager's Office
Copy Center
New Book Display
Public Access Computers

PROXIMITY:

Current Magazines & Newspaper Display & Seating
Public Rest Rooms
Teen Collection & Seating

Flexibility

The Circulation Desk is frequently remodeled and expanded when the library expands. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be either a durable non-slip hard surface or a high quality anti-static carpet tile that can be replaced as needed. While the area in front of the Circulation Desk should be of durable, easily-cleaned materials, e.g. tiles, the area behind the Circulation Desk should be carpeted as staff spends a lot of time standing.

Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile, Vinyl tile, Linoleum, Cork, Stone or unfinished quarry tile; Anti-fatigue mats at staff workstations

Access

The Circulation Desk will be accessible by means of a 36" minimum aisle. The desk will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance at checkout counters. If a self checkout system is provided, at least one must be accessible with a counter no higher than 28" to 34" high and a knee clearance of at least 19" of clear space. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during

heating and 78° during cooling for energy savings.   Relative humidity at 30 – 50% and ventilation at 10 to 12 cubic feet per minute. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Circulation Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup. The master light controls for the library should be located here.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The staff at this Circulation Desk supervises much of the public area just inside the entrance from the lobby. Access to patrons who are exiting the building after activating the inventory control system alarm is important. The staff should be able to see a major portion of the lobby, the entrances to the library, and the entrances to the Public Rest Rooms.

Electrical and telecommunications conduits will be provided for possible future use with a video surveillance system, as security monitors may be located at this desk.

If inventory control gates are included, they may be located here, at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at this desk.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby and Library Entrance. Directional signs such as "Circulation Desk" or "Customer Service" must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include ceiling hung signs or desk bars, for designated service points, such as "Returns," "Patron Registration," and "Checkout" and a sign for any return slot. Changeable insert sign system is required for stack end panels for collections held behind the Circulation Desk. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, visible pictogram flag signs for elevators or rest rooms, and an emergency evacuation map. Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Internet Classes on Saturday."

Electrical

Each workstation needs 4 electrical outlets, 2 data outlets and one voice outlet. See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bar Code Reader, Fixed Mount	3	0	0
Book Bin, Depressible	1	0	0
In Circulation Desk			
Cash Register	1	0	0
Chair, Task	1	0	0
Low back mid-quality with casters 25"w x 25"d			
Clock	1	0	0
Wall-mounted			
Computer, Staff Desktop	3	0	0
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Mat, Anti-fatigue	3	0	0
Printer, Receipt	2	0	0
Queuing Space (Per Person)	20	6	120
Security System Book Desensitizer	2	0	0
Desktop non-electric unit 10"w x 5"d x 1.5"h			
Security System Gates, Inventory Control	1	75	75
Three gates (two corridors) 83"w x 26"d x 70"h			
Self Check-Out Counter	1	30	30
4'w x 30"d - against wall			
Self Check-Out Machine	1	0	0
25"w x 29"d x 27"h - counter top unit			
Shelving, SF 90"h Steel W/ 7 Shelves	4	12	48
3'w x 12"d unit			
Stool	2	0	0
Telephone Handset	2	0	0
Workstation, Circulation Check-In Desk	1	80	80
6'w x 30"d w/ 7' behind desk & 3.5' in front			
Workstation, Circulation Check-Out Desk	2	80	160
6'w x 30"d w/ 7' behind desk & 3.5' in front			
Workstation, Circulation Patron Registration Desk	1	50	50
4'w x 30"d w/ 7' behind desk & 3.5' in front			

7.3.7.3 Communications Room
100 Sq. Ft.

Functional Activity

This room is where the network, systems, and telecommunications equipment is housed to support the library's electronic capabilities. This room is the main point of entry to the building for data, telephone, and security system lines.

If feasible, The Communications Equipment Room should be adjacent to the Electrical Room

Provide space and conduit meeting specifications adopted by the City Council in April 1990. The minimum room size is 10' X 12'. (See Attachment B.)

Provide an open, ladder type cable tray. Close-base type is not acceptable.

Occupancy

STAFF WORKROOM WORKSTATIONS: 0

Relationships

This space must be located in a secure non-public area and easily accessible from the Staff Workroom. The distance from this room to other telecommunications closets or terminal locations cannot exceed 300 feet.

If feasible, The Communications Equipment Room should be adjacent to the Electrical Room

ADJACENT:
Staff Workroom

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

No Windows.

Finishes

This is not a public area and will be minimally finished since it is primarily a room for equipment.

CEILING:
Acoustical tile
WALLS:
Plywood (painted) on all sides
Paint (Latex semi-gloss recommended)
FLOOR:
Vinyl tile, sheet vinyl, linoleum, or anti-static carpet tile

Access

The Computer/Telecommunications Room will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Given the prevalence of noisy printers and computers, moderate to high acoustical dampening strategies should be employed here. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

This room requires separate zone with individual thermostat. Temperature to be constant at 70 to 72° when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment. A backup HVAC system is recommended.

Illumination

Light levels should average 30 to 40 foot candles with 50 foot candles preferred over work surfaces. Because of the large number of computer screens in this room and the long periods of use, the lighting should be dimmable so that the computer technicians can control the light level. Consider motion detectors or occupancy sensors for energy savings.

Telecommunications

Provide space and conduit meeting specifications adopted by the City Council in April 1990. The minimum room size is 10' X 12'. (See Attachment B.)

Provide an open, ladder type cable tray. Close-base type is not acceptable.

Security

This is a high security area. Only authorized staff should have access to the room. The room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, supplemented by a security alarm. A dry standpipe fire suppression system to protect the equipment from water damage in the event of fire is required.

Signage

Required signage includes a permanent room identification sign ("Communications Room - " Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical
See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Computer Server, Mini (CPU)	2	0	0
Rack-mounted - 24"w x 30"d x 30"h			
Computer Stand	1	20	20
Console, Computer System	1	0	0
Video monitor & keyboard w/ direct connection to server or minicomputer			
DSU/CSU Telecommunications Device	1	0	0
6"w x 12"d x 3"h - Connects computer system to telephone system			
Fire Extinguisher, Halon	1	0	0
Hand-held, wall-hung unit			
Rack, Computer / Communications Equipment	1	30	30
36"w x 24"d x 60"h			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Router/Switch	1	0	0
Rack-mounted - 8"w x 20"d x 24"h			
Safe, Data / Tape Carrier	1	0	0
Portable & fire Proof - 18"w x 18"d x 18"h			
Server, Desktop / Rack Mount	1	0	0
8"w x 20"d x 24"h			
Supply Cabinet	1	18	18
36"w x 30"d			
Tape Drive, External DAT / Cartridge Tape	1	0	0
Telecommunications Backboard	1	28	28
8'w x 8'h wall-mounted fire-rated plywood			
Telecommunications Equipment/Hub/ Multiplexer	1	0	0
Rack mounted or desktop			
Telephone Handset	1	0	0
Waste Basket	1	4	4
13"w x 15"d x 15"h			

7.3.7.4 Copy Area   50 Sq. Ft.

Functional Activity

The Copy Area will provide an area where library patrons can copy library materials or materials of their own. Some sound attenuation will be required, particularly if this is an open area and not an enclosed room. The layout of the area must allow access to the sides or rear of the machines for servicing the equipment, refilling paper and toner, and removing paper jams. Space must be provided in the area for change machines, card vending machines, and other equipment as necessary. There must be a logical way for patrons to queue either inside or just outside the area during busy periods.

(See Attachment L - Photocopier for technical specifications.)

Relationships

The Copy Center should be visible from the Public Entrance and Lobby, Adult and Children's Reference Desk and the Circulation Desk, and should be just off of the main traffic path. Staff at the Circulation Desk should have sight lines into the Copy Center since they will provide supervision and assistance.

ADJACENT:
>	Circulation Desk

CLOSE:
>	Library Entrance & Lobby
>	Reference Collection

PROXIMITY:
>	Current Magazine & Newspaper Display & Seating
>	Non-Fiction Collection & Seating

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Circulation Desk to expand into this space if required in the future.

Finishes

The public will utilize this area quite literally hundreds of times each day. The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance.
It will be the primary destination for many patrons, and requires careful attention to layout, clean appearance, and extremely durable materials.

CEILING:
>	Acoustical tile

WALLS:
>	Paint (Latex semi-gloss recommended); Vinyl, Sisal or
>	Fabric wall covering with acoustical panels for sound absorption;
>	Tackable surfaces

FLOOR:
>	Vinyl Tile; Anti-static carpet tile or heavy weight commercial
>	anti-static carpet w/ enhanced backing (No carpet pad permitted)

Access

The Copy Area will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32".   Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This is a very noisy space because of the high use, the copy machines, and conversations between patrons and staff. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. In addition to acoustical treatment of floors and

ceilings, acoustical panels in the walls to help absorb noise should be considered.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover.

Illumination

Standard non-glare lighting at 30 to 40 foot candles. Consider occupancy sensors or motion detectors for energy savings.

Security

This area will be supervised by staff at the Circulation Desk. Sight lines from the desk to this area, which should be glass-enclosed, must be unobstructed.

Signage

Signage may include a permanent area identification sign "Copy Area", which is wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Additional requirement includes area identification flags with universal symbol wall-mounted (perpendicular) in the major traffic paths.

Electrical
See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Copier, B&W Freestanding	1	50	50
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h			
Vendor Card Encoder/Dispenser	1	0	0
Wall-mount			

7.3.7.5 Mechanical Equipment Room

0 Sq. Ft.

Functional Activity

This room is for the placement of the mechanical equipment which operate the library's HVAC system. This room should have a set of double doors, or an extra-wide single door, for bringing bulky items in and out of the room.

Mechanical equipment may be roof mounted to maximize the public space on the main floor. They should be located unobtrusively or screened from view. Provide sturdy roof access ladders with handrails or cage on top. Remember to include walking paths on the roof to allow service personnel to access the equipment. Include roof hatch doors in the security system.

Mechanical equipment located outside the building should be caged and locked to protect from vandalism.

Please consider noise and vibration concerns from roof-mounted equipment.

Relationships

This room has no adjacency requirements.

Flexibility

It is not anticipated that this area would change purpose or require expansion unless an addition was built on to the building, and then additional Mechanical Equipment Rooms would be needed.

Fenestration

No windows required.

Finishes

Minimal finishes for a non-public area.

CEILING:
> Exposed structure or acoustical tile

WALLS:
> Latex paint over sealed concrete or concrete block

FLOOR:
> Sealed or painted concrete with drain

Access

The Mechanical Equipment Room must be accessible from a 36" aisle. A 36" wide door with a minimum 32" clearance is required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The sound of mechanical equipment must be dampened so that the noise generated from this room does not disturb other areas of the library. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone

located near the door.

Security

Staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access unless it is located within a secured staff area.

Include roof hatch doors in the security system.

Signage

Required signage includes a permanent room identification sign ("Mechanical Room" or " Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Description of Furniture & Equipment Units

7.3.7.6 OPAC (Express Stations) Area

80 Sq. Ft.

Functional Activity

Access to the On-line Public Access Catalog (OPAC) will provided at this location near the library entrance through LAPL Express Stations (public access computers with time use limits). The primary purpose of the computers at this location is to provide patrons with access to a catalog of materials available in the library and throughout the library system.

However, in addition to being able to access the on-line catalog, they also have access to databases, other electronic information sources, and the Internet from these stations. In order to encourage quick use of these specific public access computers as OPACs, time limits for use may be implemented by staff.

Carrels or counters must be large enough to accommodate items such as backpacks, jackets, and other personal belongings.

Occupancy

TECHNOLOGY WORKSTATION: 4

Relationships

The OPAC cluster (Express Stations) must be close to the Circulation Desk, so that the staff can assist patrons using these public access computers, and patrons can easily reach staff when they have questions. This cluster of public access computers, intended primarily for OPAC use, should be close to the Library Entrance so that patrons can quickly and easiliy determine the location and/or availability of the item(s) that they are seeking.

CLOSE:

> Circulation Desk
> Public Entrance & Lobby

PROXIMITY:

> Non-Fiction Collection & Seating
> Reference Desk

Flexibility

The space should be designed with no walls or fixed equipment. It is very likely that this area will need to be expanded in the future, and more public access computer workstations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and low maintenance since they will receive very heavy traffic. Wall finishes should be mark resistant, attractive durable, and easily cleaned.
CEILING:

> Acoustical tile

WALLS:

> Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

> Anti-static carpet tile

Access

These public access computers will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the

nearest exit, cross aisle, or foyer.   If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Unless equivalent public terminals are readily accessible, a minimum of 5%, but no less than one, OPAC-use station will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This will be a relatively noisy area since many people will be walking by and others will be talking with one another and the librarians while using the Public Access Computers (OPACs). Standard acoustical dampening strategies must be utilized to minimize the noise in this area.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings.   Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the OPAC Area.

Illumination

Minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Telecommunications

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the OPAC (Public Access Computers) and printer locations with additional outlets provided for future growth.

Security

This area will be supervised by staff at the Circulation Desk. Sight lines from the desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted major area identification sign which can be seen from the Library's Entrance or Lobby. Directional signs such as "Library Catalog" must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

The signage for all of the nearby collections in the library should be visible to patrons from the OPAC Area (Express Stations). Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink "), changeable and permanent information signs (e.g., "Printing Available at Reference Stations"), and donor recognition plaques.

Electrical

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Description of Furniture & Equipment Units

Computer, OPAC Desktop | 4 | 0 | 0
CPU, w/ monitor, keyboard & mouse

Technology Counter | 4 | 20 | 80
36"w x 30"d (1 Person) stand-up - against wall w/ power & data management

7.3.7.7 Rest Room - Staff

Functional Activity

Provide one unisex staff restroom, handicapped accessible, adjacent to the staff workroom and Staff Lounge. Consider the entry to the Staff Restroom carefully. Avoid having the restroom door opening directly into the Staff Lounge or Staff Workroom.

Provide water closet, lavatory and a floor drain. Staff appreciates having a full-length mirror, a shelf for holding personal belongings and a coat hook.

Hardware, dispensers and toilet room accessories (dispensers for soap, paper towel, toilet tissue, seat covers and sanitary trash receptacles) should conform to City of Los Angeles, General Services Department, Maintenance Division's specifications. (See Attachment I.) Paper towel dispenser will be recessed into wall and include a waste receptacle for used towels.

Relationships

The Staff Rest Room should be adjacent to the Staff Lounge but should not open into the lounge. The Rest Room should not be accessible by the public. It should be close to the Staff Entrance (if any) and close to the staff work areas.

ADJACENT:
>Staff Lounge

CLOSE:
>Circulation Desk
>Staff Workroom

PROXIMITY:
>Custodial Room

Flexibility

This space requires minimal or no flexibility unless accessibility requirements change.

Fenestration

No windows required.

Finishes

Finishes must be durable, non-slip and low maintenance.

CEILING:
>Water resistant gypsum board with chemical resistant latex paint

WALLS:
>Glazed ceramic tile or partial tile and water resistant wall board

FLOOR:
>Unglazed ceramic tile with dark grout; Floor drain

FIXTURES:
>Sinks: Self-activated
>Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided for staff. If separate staff rest rooms are provided for each gender, then separate and accessible facilities must also be provided for staff of each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of

60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Warm lighting with bright lighting for mirrors. Consider occupancy sensors or motion detectors for energy savings.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, unless it is located within a secured staff area.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Staff", "Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Commode	1	0	0
Rest room			
Hand Dryer	1	0	0
12"w x 7"d x 10"h - wall-mounted			
Mirror	1	0	0
Full length			
Mirror, With Shelf	1	0	0
Above counter			
Paper Towel Dispenser	1	0	0
Wall-mounted			
Sink And Counter	1	0	0
Rest room			
Soap Dispenser	1	0	0
5"w x 4"d x 10"h - Wall-mounted			

7.3.7.8 Senior Librarian's Office
148 Sq. Ft.

Functional Activity

This is the office for the Branch Supervisor who plans activities and administers the library's plan of service. This office will provide a private space where staff reviews can be conducted and where the public can come to discuss confidential issues regarding their circulation records.

A door or window between the Workroom and this office will facilitate supervision. Provide window treatment for occasions requiring privacy, such as personnel counseling.

Occupancy

STAFF OFFICE WORKSTATIONS: 1
VISITOR SEAT: 1

Relationships

All of the circulation support staff should be easily supervised from this office which requires sight lines to the Workroom. The office should be easily accessible from the Circulation Desk if problems arise with patrons. Ideally, patrons should be able to access the office without going behind the Circulation Desk or into any of the back-of-house spaces.

ADJACENT:
>	Staff Workroom

CLOSE:
>	Circulation Desk

PROXIMITY:
>	Library Entrance & Lobby

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Circulation Desk to expand into this space if required in the future.

Fenestration

Interior windows, which allow supervision of the Staff Workroom, are recommended. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas may have operable windows.

Finishes

The Senior Librarian will utilize this office daily, and the public occasionally. This position supervises all of the library's employees who also utilize this office frequently.
The walls and carpet will not have the heavy use of public areas, but
must maintain a quality appearance after many years of normal office use.

CEILING:
>	Acoustical tile

WALLS:
>	Paint (Latex semi-gloss recommended); Glass window; White board;
>	Tackable surfaces

FLOOR:
>	Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Senior Librarian's Office will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable

A *Libris DESIGN* Building Program

Report Printed on: 3/26/03

Harbor Gateway-Harbor City Branch: LAPL

Page 7-76

intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This office requires a high level of acoustical isolation for staff supervision, private conversations, or potential confrontations with irate patrons. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings.   Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Permanent room identification sign (such as "Senior Librarian's Office") must be wall-mounted on the latch side of the door at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bulletin Board	1	0	0
Chair, Supervisor's Mid-back mid-quality	1	0	0
Chair, Visitor's	1	15	15
Clock Wall-mounted	1	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	1	0	0
Desk, Branch Manager's 66"w x 36"d	1	65	65
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
Printer, Ink-Jet (Color)	1	0	0
Safe, Wall 17"w x 16"d x 13"h	1	0	0
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	4	12	48
Telephone Handset	1	0	0

7.3.7.9 Staff Lounge
248 Sq. Ft.

Functional Activity

This room is for the staff to relax and prepare meals in during breaks, lunch, and dinner. This area should be comfortable, quiet and relaxing.

This area will be used by staff for warming of food for meals while at work and for locker storage of personal belongings.

The kitchen sink should be large enough so that large coffee pot and pans can fit under the faucet easily for filling and cleaning purposes.

Occupancy

STAFF LOUNGE SEATING: 7

Relationships

The Staff Lounge should be adjacent to the Staff Rest Room which should not open directly into the Staff Lounge. The Staff Lounge should be adjacent to the Staff Workroom and in the proximity of the Staff Entrance (if any).

ADJACENT:
>Staff Rest Room
>Staff Workroom

CLOSE:
>Staff Entrance

Flexibility

It is not anticipated that this area would expand or change purpose.

Fenestration

Exterior windows are required, and a pleasant view highly desirable. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

In keeping with the room's purpose, finishes should be soothing and informal. This area will not have the heavy use of the public areas.

CEILING:
>Acoustical tile

WALLS:
>Paint (Latex semi-gloss recommended); Vinyl or carpet cove base;
>Tackable surface

FLOOR:
>Anti-static carpet tile or anti-static carpet with enhanced backing
>(No carpet pad permitted); Vinyl tile in front of the kitchen unit

Access

The Staff Lounge will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

The sink faucets must meet be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor. Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. It is also recommended that if fixed storage cabinets, drawers, or lockers are provided, that at least one of each type comply.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The Staff Lounge can become somewhat noisy during break and meal times. Good acoustical control is important in order to keep the noise from carrying into public areas and vice versa. Standard acoustical dampening strategies must be utilized. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Staff Lounge. HVAC vents should be located to avoid drafts on occupants.

Illumination

A combination of natural, incandescent, and fluorescent lighting to provide a soft, warm ambient light. Task lighting should be provided to supplement light levels over the tables and with table lamps on the end tables. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

One standard duplex communications outlet (one voice and one data) co-located with associated power distributed on at least three of four available walls coordinated with the furniture layout mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, unless it is located within a secured staff area.

Signage

Permanent room identification signage, such as "Staff Lounge" or "Staff Only", must be wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Cabinets, Above Counter	2	0	0
1 linear foot x 24"d			
Cabinets, Above Counter (Lockable)	2	0	0
1 linear foot x 24" d			
Cabinets, Below Counter	2	0	0
1 linear foot x 24"d			
Chair, Café	4	0	0
Clock	1	0	0
Wall-mounted			
Coffee Maker/Urn	1	0	0
Hot Water Urn	1	0	0
Locker	7	5	35
Unit 12"w x 12"d x 62"h (Two 30"h lockers)			
Microwave Oven	1	0	0
30"w x 14"d x 16"h - countertop or under cabinet			
Paper Cup Dispenser	1	0	0
3" diameter x 18"h - Wall-mounted			
Paper Towel Dispenser	1	0	0
Wall-mounted			
Refrigerator	1	20	20
Full-sized - 32"w x 36"d x 68"h w/ freezer			
Sink	1	18	18
36"w x 24"d - In counter			
Soap Dispenser	1	0	0
5"w x 4"d x 10"h - Wall-mounted			
Sofa (3 Seat)	1	70	70
78"w x 32"d			
Stove Top & Oven, Electric	1	15	15
30"w x 26"d x 30"h - in counter			
Table, Café	1	60	60
Staff (4) - 30" diameter			
Telephone Handset	1	0	0
Workstation, Food Preparation Counter	1	30	30
4'w x 30"d - against wall			

7.3.7.10 Storage Room for Workroom

96 Sq. Ft.

Functional Activity

This area provides space for general library storage. The Storage Room is for staff use to store needed supplies, equipment, and program materials. This Room should be lockable so expensive equipment can be locked up if necessary.

Relationships

This area should be easily accessible to the Staff Workroom and Circulation Desk.

ADJACENT:
>   Staff Workroom

CLOSE:
>   Staff Entrance & Lobby (if any)

PROXIMITY:
>   Circulation Desk

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No windows required.

Finishes

Minimal finishes as this is not a public area and will only be used by staff.

CEILING:
>   Exposed structure or acoustical tile

WALLS:
>   Concrete; Glazed and textured CMU; or Dry wall

FLOOR:
>   Sealed concrete; Vinyl tile; Carpet

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This area will be noisy when equipment is being loaded and unloaded, but usually is very quiet. The sound generated in this area must be dampened and not permitted to disturb any nearby areas. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

This space will generally be a low temperature and humidity space.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Security

This is a staff only area. However, DO NOT provide a Storeroom function lock.
Provide a lock that can be left unlocked, e.g. a class-room function lock.

Signage

Required signage includes a permanent room identification sign ("Storage Room," "Supply
Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished
floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.
Additional signage requirement includes room identification number as assigned by facilities
staff.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	8	12	96

Functional Activity

This is a non-public work area for staff to perform general administrative and clerical duties. The Staff Workroom provides space for back-of-house staff activities. The library staff will check-in library materials that have been deposited in the Book Drop and then will sort them on book trucks before returning them to the stacks. Circulation overdues, bills, and reserve notices will be processed here. There will also be a mending workstation where staff will be able to mend and clean library books and materials after they have been returned. Since this is the only workroom in the library, staff workstations to support children's activities, reference work and any other kind of staff support activity are located here.

Paper towel dispenser will be recessed into wall and include a waste receptacle for used towels.

Occupancy

STAFF WORKROOM WORKSTATIONS: 10
VISITOR SEATS: 2

Relationships

This should be as close as possible to the Circulation area, for staffing efficiency. It should be readily accessible from the staff/delivery entrance. Where feasible, provide view into the parking lot so staff can keep an eye on activities in the area. If there is a Staff Entrance, provide a doorbell and peephole at the staff entrance to the Workroom for before and after hour access, doorbell to sound both in the Workroom and Circulation Desk Area.

The Senior Librarian's Office and Circulation Desk should all be immediately adjacent to the Staff Workroom. Staff will move frequently between each space, but particularly between the desk and the workroom. For this reason, not only should there be easy access between the spaces, there should also be a sight line between the Workroom and the Circulation Desk so that staff can fill-in if a line starts to form at the desk. The Book Drop should be close to the Work Room, if not adjacent.

ADJACENT:
> Book Drop
> Circulation Desk
> Computer/Telecommunications Room
> Senior Librarian's Office

CLOSE:
> Staff Entrance (if any)
> Staff Lounge
> Staff Rest Room

PROXIMITY:
> General Library Storage
> Custodial Room

Flexibility

Since staff work areas are frequently remodeled and expanded, the workstations should be modular and flexible. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future. This would include, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

Fenestration

Interior windows, which allow supervision of the Circulation Desk, are highly desirable. Interior windows require shades, etched glass, or roller blinds so the public can not see into this room. Natural light is desirable as long as it does not create glare on computer

screens. Exterior windows in staff areas should be provided with roller shades or other light control device if needed. Staff areas may have operable windows.

Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance since there will be occasional spills of book processing and children's craft preparation materials. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

CEILING:
> Acoustical tile

WALLS:
> Glass window; Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; White boards; Tackable surfaces

FLOOR:
> Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Vinyl tile at sink and work counter; Vinyl or carpet cove base

Access

The Staff Workroom must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If the use of a sink is essential to an employee's job, then an accessible space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and the hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The sound generated in this space (primarily staff conversations and the sound of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the Circulation Desk and the rest of the library. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings.   Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture; and one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. If the Staff Workroom does not have a door, patrons should be discouraged from entering by the use of gates and/or signage. Staff in this area should be able to see the Circulation Desk so they can get to it quickly if needed. Sight lines to other areas of the library from the workroom are desirable.

Signage

Required signage includes a permanent room identification sign (such as "Staff Workroom" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor, with 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bar Code Reader, Fixed Mount	4	0	0
Book Truck	8	10	80
36"w x 24"d			
Bulletin Board	1	0	0
Cabinets, Above Counter	25	0	0
1 linear foot x 24"d			
Cabinets, Below Counter	8	0	0
1 linear foot x 24"d			
Chair, Task	10	0	0
Low back mid-quality with casters 25"w x 25"d			
Chair, Visitor's	2	15	30
Clock - Wall Mount	1	0	0
Computer, Staff Desktop	2	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Desk, Cataloger's	**6**	**60**	**360**
66"w x 30"d			
FAX Machine, Desktop	**1**	**0**	**0**
30"w x 17"d x 21"h			
First Aid Kit	**1**	**0**	**0**
10"w x 3"d x 10"h - Wall-mounted			
In & Out Board	**1**	**0**	**0**
Staff location			
Key Cabinet	**1**	**0**	**0**
12"w x 5"d x 16"h			
Label Maker	**1**	**0**	**0**
5"w x 8"d x 4"h			
Paper Cutter	**1**	**0**	**0**
Paper Towel Dispenser	**1**	**0**	**0**
Wall-mounted			
Postage Meter/Scale	**1**	**0**	**0**
Printer, Laser (B&W)	**1**	**0**	**0**
Recycling Bin	**1**	**15**	**15**
Shelving, SF 90"h Steel W/ 7 Shelves	**6**	**12**	**72**
3'w x 12"d unit			
Telephone Handset	**2**	**0**	**0**
White Board	**1**	**0**	**0**
3' x 4' – erasable marker board			
Workstation, Clerical Counter	**4**	**35**	**140**
5'w x 30"d - against wall			
Workstation, Shipping & Receiving Counter	**1**	**40**	**40**
6'w x 30"d - against wall			

7.3.8 COMPUTER TRAINING CENTER   810 Sq. Ft.

FUNCTIONAL ACTIVITY

The Computer Training Center will provide a space and equipment for supervised use of and training to teach the use of the library's on-line catalog, databases, Internet searching, and various software applications. This space provides one of the primary areas for the Homework Center Joint Use by Narbonne High School students and faculties for tutoring and for computer literacty training.

SPATIAL RELATIONSHIPS

The Computer Training Center should be easily accessible to users and close to the Reference Desk since the reference staff will be secondarily responsible for its supervision.

CLOSE:
> Reference Desk

PROXIMITY:
> Public Rest Rooms

DIVISION SPACE SUMMARY	Sq. Ft.
Computer Training Center	810
TOTAL:	**810**

Computer Training Center

810 Sq. Ft.

Functional Activity

The Computer Training Center will provide a space that will be set up permanently for computer use and training to teach the use of the library's on-line catalog, databases, Internet searching, and various software applications. This room will be available for staff training and library programming and for community groups. The room will have training tables, multimedia computers, an instructor's station, and sound and data projection system.

Occupancy

TECHNOLOGY WORKSTATIONS: 21
PUBLIC SERVICE DESK WORKSTATIONS: 1

Relationships

The entrance to this room should be visible from the Reference Desk and/or Circulation Desk. Although it is anticipated that the Computer Training Center will be "staffed" during all times of use, the reference staff will be secondarily responsible for its supervision. Enough room must be provided to accommodate large groups entering and leaving the space, or waiting to enter the room. If possible, it should be located near the Public Entrance and Lobby to minimize traffic through the Reference Area. The Computer Training Center should be easily accessible from theTeen Seating Area and to the Public Rest Rooms.

CLOSE:
>	Reference Desk

PROXIMITY:
>	Public Rest Rooms

Flexibility

It is not anticipated that this room would change purpose or require expansion.

Fenestration

Any natural light in this area must be controlled to avoid glare on the computer screens or interference with multimedia presentations. Interior windows will require roller shades or other room darkening devices in order to ensure high quality presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be heavy public use. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:
>	Acoustical tile

WALLS:
>	Paint (Latex semi-gloss recommended); Glass window; Vinyl with tackable acoustical panels for sound absorption; Chair rail; Multiple white boards or chalkboards with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:
>	Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

A minimum of 5%, but no less than one technology training workstation will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be

provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Portable assistive listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of an assistive listening system.

Acoustics

This room will generate a fair amount of noise because of the exchange between the students and the instructor, amplified sound and voice, and noise generated from the equipment. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Training Room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any instructor's stations. The lights at the front of the room should be dimmable so that the AV screen is visible. Lights in the remainder of the room should be independently controlled so that they may be at a slightly higher level for note taking. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location(s); and one single data drop (jack) for each computer-training seat.

Outlets (faceplates) can be configured to accommodate two, four or more drops (jacks). The outlets can be wall-mounted at 6" above the work surfaces for training tables or technology carrels adjacent to the walls, or in recessed floor boxes for island conditions. The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. Optionally, one standard quad communications outlet (two voice and two data) co-located with associated power at the

network or server equipment location.

Provide underground duct system to meet opening day and future needs. All conduit should be of rigid metal construction.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Audio - Visual

The computer training will be greatly enhanced by providing the ability for students to view a large screen projected image of the instructor's computer screen. This may be accomplished through the use of portable or installed equipment. Use of video monitors is not advised. Large plasma screens (50" or larger) may be used in small rooms. A portable projector may be positioned on a mobile cart at the front of the room. An installed projector may be mounted at the ceiling or mounted at a shelf or cabinet at the back of the room. Caution should be exercised in placing projectors at the rear of the room to ensure that light fixtures, people, furniture or other objects in the path of the projected light, do not obstruct images. Images may be displayed onto a projection screen at the front of the training room. The top of the screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room.

Use of installed projection equipment may require conduit installation for routing of cabling between the projector and the instructor's workstation. It may also be desirable to the ability to display videotape or other pre-recorded video media. Depending on the nature of the computer applications being used, it may or may not be necessary to provide speakers for sound reproduction. If videotape playback capability is provided, loudspeakers and sound amplification will be required. Connections to television distribution feeds (e.g., cable TV) may also be appropriate.

Security

Reference Desk staff will monitor the use of the room. This room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Public Entrance or Lobby. Directional signs such as "Compute Training Center" must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Required signage includes a permanent room identification sign ("Computer Training Center") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Signage requirement includes room identification number as assigned by facilities or custodial staff.

Additional requirements include fire and life safety lighted exit signs, restriction signs (e.g., " No Food or Drink"), changeable and permanent information signs (e.g., "Internet Classes on Saturday"), and donor recognition plaques.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	17	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	22	0	0
Computer, Public Desktop CPU, w/ monitor, keyboard & mouse	22	0	0
Instructor's Station, Systems Furniture 36"w x 30"d (1 Person) - sit-down w/ power & data management	1	60	60
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Table, Accessible - Adjustable Height (Manual) 36"w x 30"d x 22" – 50"h (1 Person) dual surface	1	30	30
Technology Carrel 51"w x 30"d (1 Person) sit-down w/ power & data management	6	45	270
Technology Counter 41"w x 30"d (1 Person) sit-down - against wall w/ power & data management	15	30	450
Telephone Handset	1	0	0
White Board 4' x 10' – erasable marker board	1	0	0

7.3.9 LIBRARY ENTRANCE   0 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of Library Entrance Division is to provide a formal entrance and lobby for the library building and access to ancillary services such as the Friends' Book Sale Area, the Multipurpose Meeting Room and the Public Rest Rooms for the facility. The lobby will provide space for library patrons to enter and exit the library and will also provide space for gathering outside of the Multipurpose Meeting Room.

SPATIAL RELATIONSHIPS

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library or the Multipurpose Meeting Rooms. It should be conveniently located to allow access to both. The Library Entrance Division must be able to be locked off and separated from the library so that the meeting room and ancillary services can be open when the library is closed.

ADJACENT:
>> Circulation Services
>> Multipurpose Meeting Room
>> Public Restrooms

CLOSE:
>> Adult New Books Display

PROXIMITY:
>> Audio-Visual Collection
>> Children's Library
>> Fiction Collection
>> Public Access Computers
>> Reference Services

DIVISION SPACE SUMMARY	Sq. Ft.
Entry & Lobby	N/A
Rest Rooms - Public (1 female, 1 male)	N/A
TOTAL:	**N/A**

7.3.9.1 Entry & Lobby   0 Sq. Ft.

Functional Activity

No direct service takes place here. It should be an inviting area, with attractive ceramic floor tile or similar materials. This space provides access to the library as well as its ancillary services.

The entrance should consist of two pair of automatic or power-assist-option doors for patron convenience, set far enough apart to create a weather vestibule and to allow for universal access. The lobby should be an inviting space that welcomes the public to the library and the meeting rooms. The interesting use of light and space, the introduction of the building's theme, public art, and the spaciousness required for traffic flow should combine to make this area an architectural focal point of the building.

PUBLIC ENTRANCE(S)
The location of the public entrance is critical. It must be easily identifiable as a public entrance and be readily accessible to pedestrians as well as people entering from the parking lot. Public safety and convenience are of great importance.

Provide a heavy-duty automatic sliding front entry door that will hold up to heavy usage. (Attachment E.) This door should be key-operated.

Include in the design of the front entrance some built-in method of cleaning of patron's shoes before entering the library, such as First Appearances (See Attachment P.) This feature will help the interior carpet stay clean and nice-looking.

LOBBY
The Library Department views the lobby mainly as a transit space. Therefore, the design for that space should be as efficient as possible.

PUBLIC TELEPHONE
Provide a built-in, ADA compliant public telephone nook in the lobby area. Provide all the wiring needed for the hook-up of a public telephone by an outside vendor. The City has an annual contract with an outside provider who will provide the pay public telephone used in all city buildings. See Attachment O for Specifications of PB-101 which is the model currently provided by the contract holder. Since the provided phone counter and enclosure may not match the building's color scheme, it is preferable that this counter and enclosure be specified and built-in, rather than using the one supplied by the public telephone provider.

Many pay phone users tend to scribble telephone numbers on the surrounding walls. Provide easily cleanable surfaces around the public telephone, e.g. ceramic tiles. Consider the height of the telephone cabinet and the general population when specifying the height of the ceramic tiled walls. Provide tiles not just to the back walls, but to the surrounding wing walls as well.

DRINKING FOUNTAIN
Provide an ADA compliant drinking fountain in the lobby area. The fountain should have a deep trough so that water will not splash out when the fountain is in use.

Again, provide easily cleanable walls around the drinking fountain. These walls get dirty finger prints and foot prints easily. Additionally, flooring materials around the drinking fountain should be slip-resistant, mildew resistant, attractive, easily cleanable and durable.

DISPLAY CABINET
The Library will use the Lobby space to communicate with users by displaying official

announcements and information. A lockable bulletin board and display case with a light will be provided for this purpose.

DISTRIBUTION OF FREE LITERATURE
The Library affords space for the display and distribution of printed materials free to the public. These materials come in many sizes. They range from MTA schedules to 8 2" x 11" flyers to stacks of free newspapers like ALA Parents and ALA Weekly.

Occupancy

This is a high traffic area primarily for passage. There will be no staff assigned to this location.

Collections

No collections in this space.

Relationships

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. Access to the Meeting Room. Public Rest Rooms, and Circulation Area should be off the lobby.

ADJACENT:
> Book Drop
> Meeting Room
> Public Rest Rooms

CLOSE:
> Circulation Desk
> Copy Center
> Kitchenette
> New Book Display
> Self Check-out Stations

PROXIMITY:
> Branch Manager's Office
> Public Public Access Computers

Flexibility

This space will probably not need to be expanded in the future. This area will also provide overflow space for occasional large receptions.

Fenestration

Glass is required in the front doors and inside windows to provide a view to the outside and a view into the library. Clerestories for additional natural light should be added as needed.

Finishes

Since this is the main entrance of the library and the first space that the public will see, it must be visually interesting, visually organized, and businesslike. The floor finishes must be stain resistant, dirt repellant, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, highly durable and easy to clean.

CEILING:
> Plaster or acoustical tile

WALLS:
> Highly durable and flame retardant; Paint (Latex semi-gloss recommended); Sisal or vinyl wall covering; Marble or granite wainscoting; Etched, silk-screened, or fritted glass to library or exterior; Hanging track; Tackable surfaces

FLOOR:
> Terrazzo tile, unfinished quarry tile with non-slip matte finish or

equal; Walk-off mats; Grating system

Access

The Public Entrance and Lobby will be accessible by means of a 36" minimum aisle and at least one 36" wide door, which has a minimum clearance of 32". Revolving doors cannot be the only entrance to the facility. If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doors in a series (to provide a weather lock) require a clear separation of no less than 48". Exterior doors can require no more than 8 ½ pounds of pressure to operate. Automatic or power-assist option doors are recommended for the primary entrance.

Doormats must be securely attached and have a pile of no more than ½". Exposed edges of doormats must be fastened to the floor surface.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Pay telephones must comply with forward (maximum of 48" above finished floor) and side reach (maximum of 54" above finished floor) requirements and at least one (and at least one-half of the total number) must be an accessible telephone. If four or more phones are available for public use, either inside or outside of the facility, and at least one is inside the facility, then at least one must provide text display capability. If telephone books are made available to the public, then they must also comply with forward and side reach requirements. If telephones are located in sound enclosures then they must have a minimum 30" clearance at the entrance.

Signage will meet requirements as outlined in the Signage Space Detail and include identification of the location of accessible entrances with universal symbols and accessible public telephones with universal symbols.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library. This space should act like a sound vestibule between the main entrance and the library proper.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Air or weather lock, and/or double set of doors, may be required to maintain temperature and keep drafts from staff located near the Public Entrance.

Illumination

General lighting at 15 to 20 foot candles, with specialized accent lighting at 50 foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within in-wall glass display cases.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the information kiosk with additional outlets for future growth; and one single voice outlet (one voice) for each pay telephone location.

Security

The lobby should be able to be secured not only from the outside of the building, but also from the library itself to allow for the use of the Public Meeting Room when the library is closed. Much of the lobby should be visible to the staff at the Circulation Desk. The fire alarm annunciation display panel should be located in this space immediately visible upon entering the building. The entry detection and alarm system main locator panel should also be located in this space. If inventory control gates are included, they may be located here, at

a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.

Electrical and telecommunications conduits will be provided for possible future use with a security surveilance system.

Signage

Required signage includes changeable information signs including hours of operation and restriction signs (e.g., "No Smoking"). It should include a pictogram flag sign, perpendicular to the wall, for any elevators or rest rooms adjacent to the Lobby. Other signage will include fire and life safety lighted emergency exit signs, emergency evacuation maps, floor directories and weekly calendar of events board(s). The lobby may also include signs acknowledging public officials and donor recognition plaques.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	1	0	0
Drinking Fountain 18"w x 19"d x 24"h - Built-in	2	0	0
People Counter, Electronic Eye	1	0	0
Telephone, Public Pay 30"w x 19"d - Accessible	1	0	0

7.3.9.2 Rest Rooms - Public (1 female, 1 male)

0 Sq. Ft.

Functional Activity

Provide two handicapped-accessible public restrooms located off the entry area and visible from the circulation desk. These should be located such that the Meeting Room and the public restrooms can be secured for after hour use.

The Men's Room should have one water closet and one urinal. The Women's Room should have two water closets, as approved by the Los Angeles Department of Building and Safety. Additional features include floor drains, coat hooks, purse holders, shelf, mirror, a baby-changer (needed in both Men and Women Restrooms), and large trash receptacle.

Toilet room accessories (dispensers for soap, paper towel, toilet tissue, seat covers and sanitary trash receptacles) should conform to City of Los Angeles, General Services Department, Maintenance Division's specifications. (See Attachment I.) Paper towel dispenser will be recessed into wall and include a waste receptacle for used towels.

Relationships

The Public Rest Rooms must be just off the Lobby and close to the Meeting Room. The entrance to the rest rooms should be easy to find and convenient to the Meeting Room. The entrance to the rest rooms should be visible from the Circulation Desk if possible.

ADJACENT:
    Library Entrance & Lobby
CLOSE:
    Meeting Room
PROXIMITY:
    Circulation Desk (Sight Lines)
    Custodial Room

Flexibility

Rather than expand the existing rest rooms, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless accessibility requirements change.

Fenestration

No windows.

Finishes

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark resistant and easy to clean. Use durable material on sink/counter top, e.g. Corian. Plastic laminate gets stained by water and chemicals very easily. Where feasible, avoid using instant water heaters.

CEILING:
    Water resistant gypsum board with epoxy paint
WALLS:
    Glazed ceramic tile with dark grout
FLOOR:
    Unglazed ceramic tile with dark grout; Floor drains
STALLS:
    Wall mounted high-density solid plastic or stainless steel
FIXTURES:
    Sinks: Self-activated
    Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest rooms the appearance of being clean and safe. Motion detectors or occupancy sensors should be considered for energy savings.

Security

The staff at the Circulation Desk will supervise the Public Rest Rooms and should be able to see the entrance to the rest rooms. Staff at the Circulation Desk will control access to the rest rooms via a remote electronic switch at the desk. All rest rooms will be lockable, so they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the rest room.

Provide electronic door openers with remote operators located at the Circulation Desk for the public restroom doors. Staff should be able to control access without needing to provide a key to the public to use the facilities. If possible, provide a switch-off capability so that the restrooms can be accessed freely without staff assistance on special occasions, e.g., at library functions as the Dedication, after-hour meetings etc.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Commode Rest room	3	0	0
Diaper Changing Counter 36"w x 18"d	2	0	0
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	2	0	0
Mirror, With Shelf Above counter	2	0	0
Paper Towel Dispenser Wall-mounted	2	0	0
Sink And Counter Rest room	2	0	0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	4	0	0
Stall Rest room	3	0	0
Urinal	1	0	0

FUNCTIONAL ACTIVITY

The function of this division is to provide performance, conference and meeting room space that can be used for library programs and by community groups. The Multipurpose Meeting Room will be a large open multi-purpose space with seating, a presenter's location, amplified sound, and projection capability. It should be easily reconfigured for activities such as training, tutoring, large children's programs, computer literacy instruction, or performances.

SPATIAL RELATIONSHIPS

The major spatial relationship of this division is to the Library Entrance Division. Since the Multipurpose Meeting Room might be in use when the rest of the library is closed, access must be provided through the main lobby to the Multipurpose Meeting Room and to the Public Rest Rooms without compromising the library's security.

ADJACENT:
> Library Entrance

DIVISION SPACE SUMMARY	Sq. Ft.
Custodial Room	48
Friend's Room	151
Kitchenette	38
Multipurpose Meeting Room	1,030
Storage Room	150
TOTAL:	1,417

7.3.10.1 Custodial Room

Functional Activity

Although the Library System uses crews that clean multiple branches and bring their own supplies and equpment for this purpose, space must be provided for a sink closet and storage for custodial purposes. This is the custodial room for the branch library.

Relationships

The Custodial Room should be adjacent to the Public Rest Rooms where it will be convenient for the custodians who clean the library.

ADJACENT:
> Public Rest Rooms

CLOSE:
> Staff Entrance & Lobby (if any)

PROXIMITY:
> Public Entrance & Lobby
> Staff Lounge
> Staff Rest Rooms
> Staff Workroom

Flexibility

It is not anticipated that this area will change purpose or require expansion unless an addition is built on to the building, and then additional custodial closets would be needed.

Fenestration

No windows required

Finishes

Minimally finished non-public area with durable water repellant surfaces.

CEILING:
> Exposed structure or acoustical tile

WALLS:
> Latex paint over sealed concrete; cement block or water resistant dry wall

FLOOR:
> Sealed concrete, or vinyl tile or sheet vinyl, with a floor drain

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required.   Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to an employee's job, (e.g., cleaning tasks), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed

storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution. All custodial closets should have negative ventilation to contain chemical fumes from spreading into the building, or, separate exhaust system to keep fumes from entering the building's return air supply system.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor.

Security

Staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Automatic door-closing mechanism on heavy door.

Signage

Required signage includes a permanent room identification sign ("Custodial Room - Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical
See Attachment A.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	**4**	**12**	**48**
Sink, Mop	**1**	**0**	**0**

7.3.10.2 Friend's Room

151 Sq. Ft.

Functional Activity

This room will serve the Friends of the Library group as a small office/storage/sorting room for book sales. This room should be designed flexibly so that it can be converted into a small office/study room should it not be used by the Friends.

Occupancy

VOLUNTEERS: 2

Collections

Gift Books.

Relationships

The best location for this room is adjacent to the Multipurpose Meeting Room with entry/exit into the Library Entrance and Lobby.

ADJACENT:
> Multipurpose Meeting Room

Flexibility

It is not anticipated that this room would change purpose or require expansion. If a use change occurs, it most likely would be converted to general storage or an office.

Fenestration

No windows required.

Finishes

All finishes in this area must be as indestructible as possible since this space will be used for storing and sorting of gift materials. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:
> Acoustical tile

WALLS:
> Paint (Latex semi-gloss recommended); Glass window; Vinyl with tackable acoustical panels for sound absorption; Chair rail; Multiple white boards or chalkboards with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:
> Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

A minimum of 5%, but no less than one technology training workstation will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Portable assistive listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of an assistive listening system.

Acoustics

This will tend to be a noisy space with some conversations and movement of boxes and sorting of gift materials. The sound generated here must be dampened and not permitted to disturb any activities in the Multipurpose Meeting Room or other library areas. The primary strategy for noise control will be to locate this space away from areas requiring quiet.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in the Friend's Room.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor.

Security

Non-public area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Automatic door-closing mechanism on heavy door.

Signage

Required signage includes a permanent room identification sign, such as "Friends of the Library" wall-mounted on the latch side of the door at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by staff.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Task	2	0	0
Low back mid-quality with casters 25"w x 25"d			
Clock	1	0	0
Wall-mounted			
Shelving, SF 90"h Steel W/ 7 Shelves	8	12	96
3'w x 12"d unit			
Telephone Handset	1	0	0
Workstation, Preparation Counter	1	55	55
8'w x 30"d - against wall			

7.3.10.3 Kitchenette

38 Sq. Ft.

Functional Activity

As part of the Multipurpose Meeting Room Complex, the Kitchenette will serve as a warm-up kitchen and pantry for light refreshments served at community group meetings, receptions, and training sessions.

Relationships

The Kitchenette should be in an alcove at the back of the Multipurpose Meeting Room so that refreshments can be brought in without disturbing a meeting or program. The Kitchenette should also be adjacent to the area where refreshments will be served.

ADJACENT:
> Multipurpose Meeting Room

CLOSE:
> Public Entrance & Lobby

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No exterior windows are required, but a service window to the Multipurpose Meeting Room and/or the lobby are desirable.

Finishes

The finishes in this space should be light in color and easy to clean.
Counters and work surfaces should be a high quality laminate with rounded corners and edges to prevent injuries. Textured surfaces on cabinet faces and appliances will hide dirt and fingerprints.

CEILING:
> Acoustical tile

WALLS:
> Vinyl wall covering or paint (Latex gloss or semi-gloss recommended)

FLOOR:
> Unglazed ceramic tile, vinyl tile, linoleum, sheet vinyl, or carpet tile

Access

The Kitchenette must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor. Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This is a somewhat noisy area, because of occasional conversations between staff.

Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to keep the sound generated here from disturbing programs and meetings in the Multipurpose Meeting Room.

HVAC

Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Kitchenette.

Illumination

Overhead lighting in combination with under cabinet task lighting and light colored finishes.

Telecommunications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Security

The door(s) to the Kitchenette should be lockable and access controlled by staff. Cabinets should be lockable as well.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cabinets, Above Counter (Lockable)	3	0	0
1 linear foot x 24"d			
Cabinets, Below Counter (Lockable)	4	0	0
1 linear foot x 24"d			
Coffee Maker/Urn	1	0	0
Hot Water Urn	1	0	0
Microwave Oven	1	0	0
30"w x 14"d x 16"h - countertop or under cabinet			
Paper Towel Dispenser	1	0	0
Wall-mounted			
Refrigerator	1	20	20
Full-sized - 32"w x 36"d x 68"h w/ freezer			
Sink	1	18	18
36"w x 24"d - In counter			
Soap Dispenser	1	0	0
5"w x 4"d x 10"h - Wall-mounted			

7.3.10.4 Multipurpose Meeting Room
1,030 Sq. Ft.

Functional Activity

The Multipurpose Meeting Room is to be used for a variety of events, including programs sponsored and co-sponsored by the library, community meetings and events. The Multipurpose Meeting Room also could be used for overflow study seating during peak hours. Events by community groups could include educational, cultural or civic meetings, sometimes after hours.

The space should be open and the shape conducive for a variety of layouts supporting a wide range of activities.

Occupancy

MEETING ROOM SEATS: 75

Relationships

The Multipurpose Meeting Room should be easily accessible from the Public Entrance and Lobby and readily accessible to the Public Rest Rooms. The Kitchenette should be adjacent to the rear entrance of the Multipurpose Meeting Room so that refreshments can be brought in without disturbing a meeting or program.

ADJACENT:
>>> AV, Chair & Table Storage Room
>>> Kitchenette
>>> Library Entrance & Lobby

CLOSE:
>>> Public Rest Rooms

PROXIMITY:
>>> Custodial Room

Flexibility

This space is not expected to expand or change function in the future. Internal flexibility, however, is required since this room will see many varied uses over the life of the building.

Fenestration

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

Please provide attractive, durable, and easily-cleanable flooring materials in this room.

CEILING:
>>> Acoustical tile

WALLS:
>>> Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:
>>> Carpet is not an option. It gets dirty easily as refreshments are served and

consumed at most meetings. If ceramic tiles are selected, consider the acoustical needs also.

Access

The Multipurpose Meeting Room must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer.   If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Portable assistive listening technology may be substituted for the required permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of an assistive listening system.

Acoustics

Moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A "white noise" or sound masking system may be required to provide an appropriate environment for performances and presentations.

See Attachment W - Speaker Systems.

HVAC

The HVAC system for this room will be part of the system that serves the Public Meeting Rooms Division which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Provide a separate HVAC zone with the by-pass located within the Multipurpose Meeting Room. The by-pass switch should also operate the exhaust fans in the public restrooms.

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings.   Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Multipurpose Meeting Room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any speaker or stage locations.

Provide a separate lighting zone with its own over-ride switch. This zone should include the lobby, public restrooms, and Multipurpose Meeting Room. This switch will allow energy conservation by reducing the total number of lights that are turned on should the Multipurpose Meeting Room be used after hours.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the main presentation location (s). This can be within the lectern or instructor's station, wall-mounted, or located in a recessed floor box.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power on the wall 6" above any perimeter counter or 15" above the finished floor at locations that will support computer terminals, phones, or supplemental networked equipment. At a minimum, provide one duplex outlet every ten feet on all walls in the Multipurpose Meeting Room.

Optionally, the Multipurpose Meeting Room may be used for computer training or distance learning either at the opening of the library or in the future. For a new construction project, at a minimum, the conduit/floor box or under-floor duct system should be installed to support future communications cabling. This drop can be either terminated on the wall in a standard wall plate or can be installed in the floor. Associated power will be required consisting of one duplex power receptacle for every single data drop (jack) provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Audio - Visual

Provide for cable television access in this room.

Provide built-in sound system with speakers, amplifiers and wall jacks. (See Attachment W)

Presentation of videotape or DVD material in conference rooms may be accomplished using installed or portable televisions. For projection of computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.

Projection is recommended over monitors in rooms seating more than 12 people. The top of the screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room. For a more fully integrated presentation environment allowing unobstructed presentation, in a fully lighted room with no noise generated by projection equipment, a rear screen projection system is recommended. This framed, translucent "window" installed in the front wall of a room requires up to eight feet of clear space behind the projection surface. Rear screen projection will be considerably more expensive and require a great deal more space than a ceiling mounted front projection screen.

Sound from video and computer sources may be reproduced through loudspeakers built into

the projector or through speakers installed in the Multipurpose Meeting Room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Multipurpose Meeting Room. Provide built-in sound system with speakers, amplifiers and wall jacks. (See Attachment W)

If the Multipurpose Meeting Room will be used to videotape events and presentations, or where it will be used for distance learning signal origination, accommodations must be made for placement of cameras. If cameras are to be portable, power outlets may be all that are required. If cameras are to be permanently installed and remotely controlled, it will be necessary to provide additional accommodations in the form of conduit for cable distribution to a central control point and blocking in the walls for mounting of the camera systems. Supplemental lighting may be required on the camera subjects.

Control panels enabling operation of audio-visual system functions from a single push-button or touch screen graphical panel are available. Remote control equipment is often employed to integrate the control of audio-visual devices with other room functions such as lighting, motorized projection screens, and drapery into a unified system. With a remote control system, all audio-visual devices and many room functions can be operated from a single control panel. Control panels, which must be located at all presentation locations, can be wireless, portable with wire, or permanently installed on a wall, or millwork. Remote control panels can vary from mechanically activated push button types to software-based touch screens. Provide built-in sound system with speakers, amplifiers and wall jacks. (See Attachment W)

Security

This area will have assigned staff who are charged with its supervision. The Multipurpose Meeting Room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby and Circulation Desk. This directional sign (such as "Multipurpose Meeting Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

A Permanent room identification sign (such as "Multipurpose Meeting Room") wall-mounted on the latch side of the doors at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

See Attachment S.

Provide electrical outlets and conduits for voice and data lines in the plan for future expansion, possibly through floor ducts.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
Chair, Meeting Room - Stacking 25"w x 21"d	75	12	900
Clock Wall-mounted	1	0	0
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	1	60	60
Projection Screen, Wall Mounted Front projection	1	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Table, Meeting Room 60"w x 24"d x 29"h - folding	8	0	0
Technology Counter 71"w x 30"d (2 Person) sit-down - against wall w/ power & data management	1	55	55
Telephone Handset	1	0	0
White Board 4' x 10' – erasable marker board	1	0	0

7.3.10.5 Storage Room   150 Sq. Ft.

Functional Activity

This room will be used to store tables and chairs, and house audio-visual equipment that will be used in the Multipurpose Meeting Room. Some AV equipment, such as the sound system may be permanently located in this room and be operated from here.

Relationships

This room must be adjacent to the Multipurpose Meeting Room so that equipment can be moved back and forth easily. The door to the room should open directly into the Multipurpose Meeting Room.

ADJACENT:
>   Multipurpose Meeting Room

Flexibility

It is not anticipated that this room will change function or need to be expanded.

Fenestration

No windows required.

Finishes

CEILING:
>   Acoustical tile
WALLS:
>   Paint (Latex semi-gloss recommended); Corner guards
FLOOR:
>   Vinyl tile

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height. Signage will meet requirements as outlined in the Signage Space Detail.

HVAC

If AV equipment is housed and operated here, heat must not be allowed to build up.

Illumination

Minimal lighting required (30 to 40 foot candles); enough to move tables and chairs, and operate AV equipment. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

If AV distribution equipment is located in this room, the signal must be distributed throughout the Multipurpose Meeting Room and other specified locations in the library. One standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Storage Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	1	15	15
Dolly, Chair 2'w x 3'd w/ 10 - 20 chairs stacked	3	15	45
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	2	15	30
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	5	12	60

FUNCTIONAL ACTIVITY

The primary function of the Non-Fiction Collection Area is to house the library's Non-Fiction Collection which is central to the library's service priorities of Lifelong Learning, Formal Education Support and Cultural Awareness. Library patrons usually need more assistance finding books in the Non-Fiction Collection than they do in the Fiction Collection so professional staff must be close at hand to provide assistance.

SPATIAL RELATIONSHIPS

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Desk and public access computers. Patrons will typically consult one of the library's public access computer or the reference staff before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the public access computers, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:
> Adult Seating
> Public Access Computers
> Reference Services
> Teen Seating

PROXIMITY:
> Fiction Collection

DIVISION SPACE SUMMARY	Sq. Ft.
Non-Fiction Collection	486
TOTAL:	**486**

Non-Fiction Collection

Functional Activity

After locating books in the non-fiction bookstacks, library patrons may sit down at tables, carrels or in lounge chairs to study the books. To permit a high degree of concentration, it is best if the seating areas are quiet and removed, although they must be easily accessible to the Non-Fiction Collection.

While in the non-fiction bookstacks, patrons may wish to consult the library's catalog several times so the Non-Fiction Collection should be adjacent to the Public Access Computers in Reference Services.

Relationships

The Non-Fiction Collection should be adjacent to the Public Access Computers. The area should be easily accessible and in the proximity of the Circulation Desk, Copy Area, Reference Collection, and the Fiction Collection.

ADJACENT:
> Public Access Computers

PROXIMITY:
> Circulation Desk
> Copy Area
> Fiction Collection & Seating
> Reference Collection & Seating
> Reference Desk

Flexibility

This area will need to be adjusted in the future as the collection shifts to respond to community needs and to the increasing availability of electronic resources. To that end, flexibility should be a goal, and a potential plans for change would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:
> Acoustical tile

WALLS:
> Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
> Fabric wall covering; Corner guards for columns and walls; Hanging track;
> Vinyl or carpet cove base

FLOOR:
> Anti-static carpet tile or heavy weight commercial anti-static carpet
> with enhanced backing (No carpet pad permitted); Vinyl or tile floor
> around any water fountains

Access

The Non-Fiction Collection must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer.   If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable

intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Provide underground duct system to meet opening day and future needs. All conduit should be of rigid metal construction.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Non-Fiction Collection will be supervised by the staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes major area directional and identification signs which can be seen from the lobby, Circulation Desk, OPAC (Express Station) Area, and Reference Area. These directional signs, such as "Non-Fiction Collection", must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage, such as "Non-Fiction Collection", must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Biography," "History," and "Art and Architecture." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only – Alarm will Sound"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Electrical
See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**27**	**18**	**486**
3'W x 24"D unit w/end panels			
8926 Non-Fiction			

Description of Furniture & Equipment Units

FUNCTIONAL ACTIVITY

The primary function of the Reference Services Division is to provide all library patrons with access to reference books, indexes, the Internet and electronic databases. This area is the research center of the library and houses the reference book collections, a central cluster of Public Access Computers and technology workstations with Internet access. The reference staff at the Reference Desk will assist all age groups with their information searching in electronic and print formats.

SPATIAL RELATIONSHIPS

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the Public Access Computers first and then the Reference Collection. Patrons should pass by the Public Access Computers before they arrive at the Reference Collection, both of which should be highly visible from the entrance to the Library Entrance and Lobby.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively.

While the Teens Services Division should not be too close to the Reference Services Division, it should be in the proximity so that young adults can begin to use reference materials. The Periodicals Collection should be in the proximity of Reference Services so that staff can assist patrons, who have been searching periodical indexes to locate back issues. The Reference Services Division should be convenient for users of the Children's Library.

ADJACENT:
>   Adult Seating Area
>   Non-Fiction Collection

PROXIMITY:
>   Children's Collection and Seating
>   Circulation Services
>   Teen Seating

DIVISION SPACE SUMMARY	Sq. Ft.
Reference Collection	162
Reference Desk	166
Study Room (6-person)	195
Study Room (8-person)	225
TOTAL:	**748**

7.3.12.1 Reference Collection

Functional Activity

The function of this space is to house the library's reference books for patrons who wish to use these collections or the library's Internet workstations. Reference books include dictionaries, directories, encyclopedias, almanacs, government documents and other research oriented material. While much of this collection is still in paper format, portions of the reference print collection are expected to be converted to electronic format over time; therefore, some of the bookstack area may be replaced with Internet workstations in the future.

Adult and Children's reference materials will be interfiled.

Occupancy

PATRONS IN STACKS: 8
READER SEATS: 0
TECHNOLOGY WORKSTATIONS: 0

Collections

Reference Collection.

Relationships

The Reference Collection must be close to the Reference Desk and the Copy Area, and adjacent public access computers and in proximity to the Computer Laboratory and the Study Rooms. While the Reference Collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusion to library patrons.

ADJACENT:

      Public Access Computers

CLOSE:

      Reference Desk
      Copy Area

PROXIMITY:

      Adult Seating Area
      Children's Seating Area
      Non-Fiction Collection & Seating
      Study Rooms
      Teen Seating Area

AWAY:

      Preschoolers' Reading Area
      Story Telling Room

Flexibility

It is not likely that this area will need to expand, but some space may need to be converted to accommodate more electronic workstations in the future. To that end, flexibility should be a goal, and a potential conversion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric Wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access

The Reference Collection Area must be accessible by means of a 36" minimum aisle. The
accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the
nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning
and passing spaces of 60" by 60" must be located at any obstruction and at reasonable
intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run
parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without
a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles
are required to be 36" wide. Main aisles are principle access routes which run perpendicular
to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced
section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with
44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an
attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of
tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48"
deep clear floor space will be provided with at least one unobstructed side of the floor space
adjoining either an accessible route or another clear floor space. The knee space must be at
least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from
28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic
equipment, then access to data jacks and power receptacles must meet the criteria outlined
in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be
more than 50' from a visual signal unless there are no obstructions higher than 6' above the
finished floor, in which case, devices may be placed around the perimeter spaced to a
maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This should be a relatively quiet area since many people will be here to do serious research
and study. Adequate sound control must be provided through the use of acoustic ceilings
and floors, wall treatment, and the location of the stacks. A white noise or sound masking
system may be required to provide an appropriate environment for reading, study, or
undisturbed research.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60%
for collection preservation and human comfort. Thermostats in public areas should have
lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading
rooms.

Illumination

evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Provide underground duct system to meet opening day and future needs. All conduit should be of rigid metal construction.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Reference Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes major area directional and identification signs which can be seen from the Lobby, Circulation Desk, Reference Desk, and OPAC (Express Stations) Area. Directional signs such as "Reference" must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as " Business Reference," "Careers," and "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Description of Shelving Units

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves   **5**   **18**   **90**
3'W x 24"D unit w/end panels & canopy top
    540   Ready Reference

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves   **6**   **12**   **72**
3'W x 12"D unit w/end panels
    756   Reference

Description of Furniture & Equipment Units

7.3.12.2 Reference Desk

166 Sq. Ft.

Functional Activity

Librarians work with patrons of all ages in person or by phone at the Reference Desk (combined desk serving adults, young adults, and children), utilizing computers and a 1,300 volume reference collection. Patrons utilize public access computers near the Reference Desk to access the system-wide catalog (OPAC), the Internet and other computerized indexes and materials.

This area contains a reference desk 29" in height with a minimum of two computer workstations, and a maximum of 3 workstations. See Attachment S for Technical Specifications for each Workstation.

Case work includes pencil drawers, lockable file drawers and adjustable book shelves. Provide 2.5" grommets to access power/data outlets and low equipment screen to keep unsightly wires out of view. (See Attachment A-II)

The top of the Reference desk must accommodate:

One facsimile machine
Two microcomputers minimum, 3 microcomputers maximum
One network printer
Two telephone instruments

Shelving for approximately 50 "desk reference" books must be nearby.

The Reference Services Area adjacent to the reference desk will include:

Shelving for 1,000 reference books must be adjacent to the Reference Desk.

Occupancy

Public: One to six patrons may be at the reference desk at any one time. An additional 8-12 patrons may be using computers to access electronic indexes.

Staff: Two librarians will be at or around the reference desk. At times, the desk may be staffed by a single person.

PUBLIC SERVICE WORKSTATIONS: 2 (staff)
PATRONS: 6 (queuing area)

Collections

Reference Collection is adjacent to the Reference Desk.

Relationships

The Reference Services Area should be between the Adult, Teen and the Children's Reading Areas, and with clear sight lines to the Circulation Desk and Computer Laboratory.

Flexibility

The Reference Desk is likely to change in location with technology advances, staffing and shifts in service priorities.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Reference Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup. The master light controls for the library should be located here.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Outlets (faceplates) can be configured to accommodate two, four or more drops (jacks). The outlets can be wall-mounted at 6" above the work surfaces for training tables or technology carrels adjacent to the walls, or in recessed floor boxes for island conditions. The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. Optionally, one standard quad communications outlet (two voice and two data) co-located with associated power at the network or server equipment location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Security

Staff working at the Reference Desk will have clear sight lines into the Children's Reading Area, Storytelling Area, entrance to the Computer Laboratory, Lobby, and Circulation Desk.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby and Library Entrance. This directional sign ("Information") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include ceiling hung signs or desk bars, for designated service points. Changeable insert sign system is required for stack end panels for collections held behind the Reference Desk. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, visible pictogram flag signs for elevators or rest rooms, and an emergency evacuation map. Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Internet Classes on Saturday."

Electrical

See Attachment S.

Provide 2.5" grommets to access power/data outlets and low equipment screen to keep unsightly wires out of view. (See Attachment A-II)

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Task - Low back mid-quality with casters 25"w x 25"d	2	0	0
Computer, Staff Desktop	2	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
FAX Machine, Desktop	1	0	0
30"w x 17"d x 21"h			
Printer, Laser (B&W)	2	0	0
Queuing Space (Per Person)	6	6	36
Stool	2	0	0
Telephone Handset	2	0	0
Workstation, Reference Desk	2	65	130
5'w x 30"d w/ 7' behind desk & 3.5' in front			

7.3.12.3 Study Room (6-person) 195 Sq. Ft.

Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects. This space is one of the areas for Joint Use by Narbonne High School students and faculties for tutoring and homework activities.

The Study Room should be located in a public area where it is highly visible to staff at a nearby service desk or in a workroom. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 6

Collections

No collection.

Relationships

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Circulation Desk and/or Reference Desk.

ADJACENT:
> Reference Collection & Seating

PROXIMITY:
> Circulation Desk
> Reference Desk

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the room may not serve its original purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:
> Acoustical tile

WALLS:
> Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:
> Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Study Room must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing

spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Unless equivalent study space is readily accessible, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Audio - Visual

The Study Room will support the use of portable audiovisual equipment. A power receptacle

should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

The Study Room must be readily supervised by staff at the Circulation Desk and/or Reference Desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign (such as "Study Room" or "Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Conference Room	6	0	0
At conference table - 26"w x 28"d			
Table, Conference	1	195	195
96"w x 42"d x 29"h (6 to 8 Person)			
White Board	1	0	0
4' x 10' – erasable marker board			

Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects. This space is one of the areas for Joint Use by Narbonne High School students and faculties for tutoring and homework activities.

The Study Room should be located in a public area where it is highly visible to staff at a nearby service desk or in a workroom. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 8

Collections

No collection.

Relationships

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Circulation Desk and/or Reference Desk.

ADJACENT:
>   Reference Collection & Seating

PROXIMITY:
>   Circulation Desk
>   Reference Desk

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the room may not serve its original purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:
>   Acoustical tile

WALLS:
>   Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable
>   acoustical panels for sound absorption; Chair rail; White board or chalkboard
>   with frame, tackable and hanging strip, and marker tray; Vinyl or carpet
>   cove base

FLOOR:
>   Anti-static carpet tile or heavy weight commercial anti-static carpet
>   with enhanced backing (No carpet pad permitted)

Access

The Study Room must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing

spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Unless equivalent study space is readily accessible, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Audio - Visual

The Study Room will support the use of portable audiovisual equipment. A power

receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

The Study Room must be readily supervised by staff at the Circulation Desk and/or Reference Desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign (such as "Study Room" or " Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Reader's	8	0	0
21"w x 21"d			
Clock	1	0	0
Wall-mounted			
Table, Conference	1	225	225
120"w x 48"d x 29"h (8 to 10 Person)			
White Board	1	0	0
4' x 10' – erasable marker board			

FUNCTIONAL ACTIVITY

The Spanish Language Collection Area provides a collection of materials in several formats and seating for patrons while using these materials. The area is located so as to be inviting for individual and family use. It is convenient to the Spanish Language materials.

SPATIAL RELATIONSHIPS

This seating area is located adjacent to the Spanish Language materials and with easy access to the Reference Desk.

ADJACENT:

        Adult Fiction Collection
        Adult Lounge Seating
        Adult Non-Fiction Collection
        Public Access Computers
        Reference Desk
        Reference Collection
        Spanish Language Collections

NEAR:

        AV Collection
        Copy Area

DIVISION SPACE SUMMARY	Sq. Ft.
Spanish Language Collection & Seating	450
TOTAL:	**450**

Functional Activity

This space contains adult patron seating for reading and study convenient to Spanish language materials.

Bookstacks and/or furniture and equipment should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought.

Occupancy

READERS' SEATS: 8

Collections

Materials in the Spanish language collections are located nearby.

Relationships

This space, or signage denoting the space, should be visible from the Lobby and Reference Desk. The seating area should be near the Reference Desk for easy access to the staff who can provide assistance in locating materials. Although prmarily used by adults, children may also accompany adults seated in this area.

ADJACENT:

> Adult Fiction Collection
> Adult Lounge Seating
> Adult Non-Fiction Collection
> Public Access Computers
> Reference Desk
> Reference Collection
> Spanish Language Collections

NEAR:

> AV Collection
> Copy Area

Flexibility

This area may need to be expanded in the future as the collections grow. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is desirable in this space, east and west facing windows must be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and low maintenance since they will receive very heavy traffic. Wall finishes should be mark resistant, attractive durable, and easily cleaned.

CEILING:

> Acoustical tile

WALLS:

> Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

> Anti-static carpet tile

Access

The Spanish Language Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the

nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent audio-visual stations are readily accessible, a minimum of 5%, but no less than one, of all stations will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This space will be noisy because of its proximity to the Reference Desk. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep noise generated in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in seating areas.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Provide underground duct system to meet opening day and future needs. All conduit should be of rigid metal construction.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Reference Desk.

Signage

Directional signs, if any, must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Directional signs such as "Colección en Español" or "Libros en Español" must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Any permanent room identification signage must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs, and donor recognition plaques.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**1**	**18**	**18**
3'W x 24"D unit w/end panels			
102 Video Cassette			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**1**	**18**	**18**
3'W x 24"D unit w/end panels			
44 DVD			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**2**	**18**	**36**
3'W x 24"D unit w/end panels			
577 Young Adult Spanish Language Books			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**11**	**18**	**198**

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
3'W x 24"D unit w/end panels			
3500 Spanish Language			

Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Reader's	**8**	**0**	**0**
21"w x 21"d			
Table, Reader's	**2**	**90**	**180**
72"w x 36"d x 29"h (4 Person)			

FUNCTIONAL ACTIVITY

The function of this division is to provide services to young adults (primarily ages 12 to 16) by giving them a space in the library that they can call their own with collections and special study areas. Because of the "in-between" age, young adults often fall through the cracks with respect to library service. They are too old for the Children's Library, but frequently not mature enough to utilize the services and collections of the main adult library. In this space, the needs of young adults can be met with special collections, limited privacy, and the ability for young adults to exchange ideas conversationally without disturbing other patrons or staff.

SPATIAL RELATIONSHIPS

The Teen Services Division should be very close to the Audio-Visual Collection Area since young adults will be heavy users of this collection. The Teen Division should also be relatively close to the Circulation Desk so that staff can supervise the young people. It should be in the proximity of the Reference Desk to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to the Reference Desk because the noise generated in the YA Services Area may disturb the patrons who need quiet for study or research. The Teen Services Area should not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

CLOSE:
>   Audio-Visual Collection

PROXIMITY:
>   Circulation Services
>   Reference Services

AWAY:
>   Children's Library

DIVISION SPACE SUMMARY	Sq. Ft.
Teens Collection & Seating	1,429
TOTAL:	**1,429**

Functional Activity

This is a distinct space in the library designated for teenagers, an inviting area in which teens in junior and senior high will browse through a high-interest collection of popular fiction, including hardback and paperback books, periodicals, CD's, videos etc.

Young adults will congregate in this space to find books and magazines, and to read, study and talk with their friends. There will be a good deal of interaction between the young people, and the tables and chairs should be arranged to permit some socializing, (i.e., lounge seats should face one another, carrels should be sized to allow two teens to sit together, etc.) This area must be easily supervised by staff at the nearest service desk.

Provide wall display.

Occupancy

READER SEATS: 28
TECHNOLOGY WORKSTATIONS: 9
LOUNGE SEATS: 6

Collections

Young Adult Collection items will be provided on shelving adjacent to the reading area.

Relationships

The Teens Collection & Seating area should be adjacent to a Study Room and close to the Audio-Visual Collection for Young Adults. Young adults will be some of the heaviest users of the AV materials and will be going back and forth between these two areas. This area should also be near the Reference Desk and the Circulation Desk so that staff may supervise and assist the young adults, but the space should not be near the Children's Library.

CLOSE:
> Teen Collections

PROXIMITY:
> Circulation Desk
> Reference Desk
> Study Room(s)

AWAY:
> Children's Library

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean. Since a special effort is being made to serve young adults in this area, the interior design should include graphics, banners, and posters that appeal to teens.

CEILING:
> Acoustical tile

WALLS:

        Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
        Fabric Wall covering with tackable acoustical panels; Corner guards
        for columns and walls; Hanging track; Vinyl or carpet cove base

FLOOR:

        Anti-static carpet tile or heavy weight commercial anti-static carpet
        with enhanced backing (No carpet pad permitted); Vinyl or tile floor
        around any water fountains

Access

The Teen Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

A moderate to high level of acoustical dampening is required to keep noise generated in this area from spreading through the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for

reading and viewing computer screens.

The use of non-glare accent lighting to highlight this space is encouraged to help draw young adults to this area. Consider use of neon light in this space to attract young adults. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Provide underground duct system to meet opening day and future needs. All conduit should be of rigid metal construction.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Staff at the Circulation Desk and Reference Desk will supervise this area. It is critical that staff can view the entire space, including bookstack and seating areas. If this space is located within a room for sound attenuation, a window wall should provides unobstructed views of the occupants in the room from the desk.

Signage

Signage may include a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, and OPAC (Express Stations) Area. Any directional sign (such as "Teens") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Any permanent room identification signage ("Teens") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Classics," "Paperbacks," and "New Books." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Electrical

See Attachment S.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Description of Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 750 Young Adult Fiction	2	18	36
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 1375 Young Adult Paperbacks	3	18	54
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 987 Young Adult	2	18	36
36" Aisle SF 90"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels 18 Young Adult Current Magazines	2	12	24

Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Carrel, Reader's, Systems Furniture 48"w x 30"d (1 Person) w/ power & data management & task light	4	40	160
Chair, Lounge 36"w x 36"d	6	35	210
Chair, Reader's 21"w x 21"d	28	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	9	0	0
Computer, Public Desktop CPU, w/ monitor, keyboard & mouse	9	0	0
Table, End 30"w x 30"d x 20"h	2	12	24
Table, Reader's 48" diameter x 29"h (4 Person)	6	80	480
Technology Carrel 51"w x 30"d (1 Person) sit-down w/ power & data management	8	45	360
Technology Carrel, Adjustable (Electrical) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	1	45	45

8.1 Net Sq. Ft. Summary for Furniture & Equipment and Shelving

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

<u>Inventory Items:</u>

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
ADA Alternate Keyboard 20"w x 13"d x 1.5"h	1	0	0
ADA Alternate Mouse/ Trackball	1	0	0
ADA Screen Magnifier Attachment Attaches to monitor	1	0	0
ADA Touch Screen Monitor Attaches to the monitor	1	0	0
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
Bar Code Reader, Fixed Mount	7	0	0
Book Bin, Depressible In Circulation Desk	1	0	0
Book Bin, Depressible	1	20	20
Book Truck 36"w x 24"d	8	10	80
Bulletin Board	4	0	0
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	1	15	15
Cabinets, Above Counter 1 linear foot x 24"d	27	0	0
Cabinets, Above Counter (Lockable) 1 linear foot x 24" d	22	0	0
Cabinets, Below Counter 1 linear foot x 24"d	10	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	4	0	0
Carrel, Reader's, Systems Furniture 48"w x 30"d (1 Person) w/ power & data management & task light	4	40	160
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	1	0	0
Cash Register	1	0	0
Chair, Café	4	0	0
Chair, Child's 14"w x 13"d x 10-16"h	8	0	0
Chair, Child's Stacking 14"w x 14"d	30	5	150
Chair, Conference Room At conference table - 26"w x 28"d	6	0	0

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Inventory Items:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Juvenile 16"w x 16"d x 16-18"h	24	0	0
Chair, Lounge 36"w x 36"d	18	35	630
Chair, Meeting Room - Stacking 25"w x 21"d	75	12	900
Chair, Reader's 21"w x 21"d	68	0	0
Chair, Supervisor's Mid-back mid-quality	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	15	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	54	0	0
Chair, Visitor's	3	15	45
Clock Wall-mounted	8	0	0
Coffee Maker/Urn	2	0	0
Commode Rest room	4	0	0
Computer Server, Mini (CPU) Rack-mounted - 24"w x 30"d x 30"h	2	0	0
Computer Stand	1	20	20
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	4	0	0
Computer, Public Desktop CPU, w/ monitor, keyboard & mouse	54	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	8	0	0
Console, Computer System Video monitor & keyboard w/ direct connection to server or minicomputer	1	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
Desk, Branch Manager's 66"w x 36"d	1	65	65
Desk, Cataloger's 66"w x 30"d	6	60	360
Diaper Changing Counter 36"w x 18"d	2	0	0
Dolly, Chair 2'w x 3'd w/ 10 - 20 chairs stacked	3	15	45
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	2	15	30

Furniture and Equipment

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Inventory Items:			
Drinking Fountain 18"w x 19"d x 24"h - Built-in	2	0	0
DSU/CSU Telecommunications Device 6"w x 12"d x 3"h - Connects computer system to telephone system	1	0	0
FAX Machine, Desktop 30"w x 17"d x 21"h	2	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
Fire Extinguisher, Halon Hand-held, wall-hung unit	1	0	0
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	3	0	0
Hot Water Urn	2	0	0
In & Out Board Staff location	1	0	0
Instructor's Station, Systems Furniture 36"w x 30"d (1 Person) - sit-down w/ power & data management	1	60	60
Key Cabinet 12"w x 5"d x 16"h	1	0	0
Label Maker 5"w x 8"d x 4"h	1	0	0
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	1	60	60
Locker Unit 12"w x 12"d x 62"h (Two 30"h lockers)	7	5	35
Mat, Anti-fatigue	3	0	0
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	2	0	0
Mirror Full length	1	0	0
Mirror, With Shelf Above counter	3	0	0
Paper Cup Dispenser 3" diameter x 18"h - Wall-mounted	1	0	0
Paper Cutter	1	0	0
Paper Towel Dispenser Wall-mounted	6	0	0
People Counter, Electronic Eye	1	0	0
Postage Meter/Scale	1	0	0
Printer, Ink-Jet (Color)	1	0	0
Printer, Laser (B&W)	3	0	0

Inventory Items:

Printer, Receipt	2	0	0
Projection Screen, Wall Mounted Front projection	1	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	2	0	0
Queuing Space (Per Person)	26	6	156
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	1	30	30
Recycling Bin	1	15	15
Refrigerator Full-sized - 32"w x 36"d x 68"h w/ freezer	2	20	40
Router/Switch Rack-mounted - 8"w x 20"d x 24"h	1	0	0
Safe, Data / Tape Carrier Portable & fire Proof - 18"w x 18"d x 18"h	1	0	0
Safe, Wall 17"w x 16"d x 13"h	1	0	0
Security System Book Desensitizer Desktop non-electric unit 10"w x 5"d x 1.5"h	2	0	0
Security System Gates, Inventory Control Three gates (two corridors) 83"w x 26"d x 70"h	1	75	75
Self Check-Out Counter 4'w x 30"d - against wall	1	30	30
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	1	0	0
Server, Desktop / Rack Mount 8"w x 20"d x 24"h	1	0	0
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	4	12	48
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	35	12	420
Sink 36"w x 24"d - In counter	2	18	36
Sink And Counter Rest room	3	0	0
Sink, Mop	1	0	0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	7	0	0
Sofa (3 Seat) 78"w x 32"d	1	70	70
Stall Rest room	3	0	0
Stool	4	0	0

Inventory Items:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Stove Top & Oven, Electric 30"w x 26"d x 30"h - in counter	1	15	15
Supply Cabinet 36"w x 30"d	1	18	18
Table, Accessible - Adjustable Height (Manual) 36"w x 30"d x 22" – 50"h (1 Person) dual surface	1	30	30
Table, Café Staff (4) - 30" diameter	1	60	60
Table, Children's 42" diameter x 21-26"h (4 Person)	2	75	150
Table, Coffee 30"w x 30"d x 17"h	2	45	90
Table, Conference 96"w x 42"d x 29"h (6 to 8 Person)	1	195	195
Table, Conference 120"w x 48"d x 29"h (8 to 10 Person)	1	225	225
Table, Drum 24"diameter x 15" - 24"h	1	12	12
Table, End 30"w x 30"d x 20"h	2	12	24
Table, Juvenile 48" diameter x 27"h (4 Person)	6	80	480
Table, Meeting Room 60"w x 24"d x 29"h - folding	8	0	0
Table, Reader's 48" diameter x 29"h (4 Person)	6	80	480
Table, Reader's 72"w x 36"d x 29"h (4 Person)	8	90	720
Tape Drive, External DAT / Cartridge Tape	1	0	0
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	8	40	320
Technology Carrel 51"w x 30"d (1 Person) sit-down w/ power & data management	23	45	1,035
Technology Carrel, Adjustable (Electrical) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	2	45	90
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	5	45	225
Technology Counter 36"w x 30"d (1 Person) stand-up - against wall w/ power & data management	4	20	80
Technology Counter 41"w x 30"d (1 Person) sit-down - against wall w/ power & data management	15	30	450
Technology Counter 71"w x 30"d (2 Person) sit-down - against wall w/ power & data management	1	55	55

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Inventory Items:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Telecommunications Backboard 8'w x 8'h wall-mounted fire-rated plywood	1	28	28
Telecommunications Equipment/Hub/ Multiplexer Rack mounted or desktop	1	0	0
Telephone Handset	12	0	0
Telephone, Public Pay 30"w x 19"d - Accessible	1	0	0
Urinal	1	0	0
Vendor Card Encoder/Dispenser Wall-mount	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 4' – erasable marker board	5	0	0
Workstation, Circulation Check-In Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
Workstation, Circulation Check-Out Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	2	80	160
Workstation, Circulation Patron Registration Desk 4'w x 30"d w/ 7' behind desk & 3.5' in front	1	50	50
Workstation, Clerical Counter 5'w x 30"d - against wall	4	35	140
Workstation, Food Preparation Counter 4'w x 30"d - against wall	1	30	30
Workstation, Preparation Counter 8'w x 30"d - against wall	1	55	55
Workstation, Reference Desk 5'w x 30"d w/ 7' behind desk & 3.5' in front	2	65	130
Workstation, Shipping & Receiving Counter 6'w x 30"d - against wall	1	40	40

Inventory Sub-Total: **9,151**

Shelving Units:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	11	18	198
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	37	18	666
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	69	18	1,242
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves 3'W x 12"D unit w/end panels & canopy top	2	12	24

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Shelving Units:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle SF 90"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels	**3**	**12**	**36**
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	**14**	**12**	**168**

Shelving Sub-Total: **2,334**

Total Net Assignable SqFt for Furniture and Equipment: 11,485